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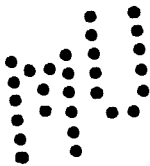
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1898-1907

FIRST ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
PUBLIC LIBRARY
OF THE
DISTRICT OF COLUMBIA
FOR THE
FISCAL YEAR ENDED JUNE 30, 1898.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1898.



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FIRST ANNUAL REPORT

OF THE

BOARD OF TRUSTEES

OF THE

PUBLIC LIBRARY .

OF THE

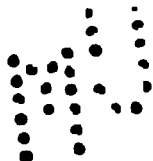
DISTRICT OF COLUMBIA

FOR THE

FISCAL YEAR ENDED JUNE 30, 1898.



WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1898.



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1

FIRST ANNUAL REPORT
OF THE
BOARD OF TRUSTEES OF THE PUBLIC LIBRARY OF THE
DISTRICT OF COLUMBIA, 1898.

To the Commissioners of the District of Columbia:

The idea of a tax-sustained public library of the modern type for Washington, a supplement of the public schools for the benefit of 45,000 school children, a people's free university, open at night for the local workingmen, was first suggested and discussed in the local newspaper press, and in 1894 was taken up and strongly advocated by the board of trade. The Commissioners, the school trustees, the workingmen's organizations, and various citizens' associations cooperated to promote the public library movement, and finally by act of Congress approved June 3, 1896, the library was established on the basis desired. The act reads as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the Commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the Commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia, and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its own organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to

establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District suitable provision shall be made for said library and reading room, sufficient to accommodate not less than one hundred thousand volumes.

This act carried no appropriation, and the first maintenance provision for the library appeared in the act making appropriations for the District of Columbia, approved June 30, 1898, as follows:

FREE PUBLIC LIBRARY: For librarian, one thousand six hundred dollars; first assistant librarian, nine hundred dollars; second assistant librarian, seven hundred and twenty dollars; and for rent, fuel, light, fitting up rooms, and other contingent expenses, three thousand five hundred dollars; in all, six thousand seven hundred and twenty dollars.

In pursuance of the law of June 3, 1896, the Commissioners appointed the board of trustees therein described, and the trustees organized and selected a librarian as therein directed. The library organization is now as follows:

BOARD OF TRUSTEES.

S. W. Woodward, term expires 1900.
B. H. Warner, term expires 1900.
J. B. Larner, term expires 1900.
A. R. Spofford, term expires 1902.
J. T. DuBois, term expires 1902.
R. R. Perry, term expires 1902.
T. W. Noyes, term expires 1904.
C. J. Bell, term expires 1904.
R. H. Thayer, term expires 1904.

OFFICERS.

President, Theodore W. Noyes.
Vice-president, Brainard H. Warner.
Librarian, secretary, and treasurer, Weston Flint.
First assistant librarian, Miss Irene Gibson.
Second assistant librarian, Miss Emily A. Spilman.

COMMITTEES.

Books—Spofford, Thayer, Woodward.
Employees—DuBois, Woodward, Warner.
Rules—Perry, Spofford, Larner.
Building—Warner, DuBois, Thayer.
Finance—Larner, Bell, Perry.
Bookbinding, etc.—Thayer, Spofford, Larner.
Legislation (special)—Bell, Warner, Thayer.
Donations (special)—Woodward, Warner, Bell.

The trustees have recommended, and the Commissioners have designated, as the location of the library, No. 1326 New York avenue. This building, well lighted, admirably located, in close proximity to a street railroad center, and easily accessible to the people of all sections of the District, has been materially altered and repaired in order to make it more suitable for library purposes, and is now reasonably well adapted to this use. It was occupied by the library early in November and will be opened to the public in December.

The books constituting the present library are entirely private donations. There are now on the shelves 15,000 volumes and the number is increasing every day. The largest single donation is the collection of the incorporated Washington City Free Library, which transferred to the Commissioners all its books.

A list of the donations of books and money up to date is appended to this report.

The largest cash donations for the purchase of books have been made as follows: Crosby S. Noyes, \$1,000; Woodward & Lothrop, \$1,000; Charles C. Glover, \$250; John R. McLean, \$250.

Mr. James T. DuBois has donated to the library the sum of \$2,000, which he agrees later to increase to \$5,000, provided it be known as the "Henry Pastor Memorial Fund," the annual interest of which is to be devoted to the purchase of scientific periodicals for the library, upon each of which is to be placed the following imprint: "Furnished by the Henry Pastor Memorial Fund." This collection, which will be of special practical value to the local workingmen, now offers and when the full fund is available will, to an even greater extent, supply an instructive and unique reference collection. The list of periodicals purchased for the first year with the interest upon this fund is appended to this report.

Among the donations of books, that of 1,500 valuable volumes from the estate of Mr. Anthony Pollok is deserving of note. The executors of Mr. Pollok in presenting these books to the library have attached to the gift the following conditions:

First. The collection shall be known as the "Anthony Pollok Collection."

Second. Each book shall be supplied with a suitable plate, which shall bear the inscription "Anthony Pollok Collection."

The donations committee of the trustees has outlined a systematic plan of canvassing for subscriptions to the library, and the prospects are excellent that the library will in the near future enjoy further large and valuable accessions.

There is a possibility that legislation may be secured from Congress which will turn over to the library the miscellaneous books not necessary for reference and official use in the departmental libraries. Those number between 20,000 and 30,000 volumes. Their withdrawal from the 300,000 volumes of the departmental libraries will not injure the latter as technical reference collections for official use, but would cause the Washington Public Library to become a general departmental library for the enjoyment of all the clerks in all the departments. These books, accessible in the main only to the clerks in three of the departments, and accessible to them only so far as the fraction contained in their own library is concerned, would, if collected in the Washington Public Library, be open to all the clerks, and a great body of Government employees would enjoy privileges of which they are now entirely deprived. The establishment of such a general departmental library, open also to the public, would save the Government the expensive duplication of books in numerous small collections, and would also economize in the room space devoted to departmental library purposes.

There is also a possibility of securing the use for circulating purposes of some of the duplicates, copyrighted or uncopyrighted, in the Library of Congress. The creation of a circulating department of the latter library has been forcibly urged in Congress, but has also met with determined opposition. A compromise between these conflicting views of

the true functions of the Library of Congress may result in the popular circulating use of some of these books through their loan to the Washington Public Library.

The proposition to provide the District with a new municipal building is to be advanced, not only on its own merit, but because the structure when erected is, under the law, to serve as the public library's permanent home.

The promotion of suitable legislation to accomplish all these ends is strongly urged by the trustees.

The board of trustees, under the authority given by the law, has provided "regulations for its own organization and government," which are printed as an appendix to this report, and has also, by the same authority, adopted library rules regulating the use of the books, which will also be found in the appendix.

The estimates submitted by the trustees for the maintenance of the library for the ensuing year are as follows:

Librarian	\$1, 600
One assistant librarian	900
One assistant librarian	720
*Two assistant librarians, at \$600 each	1, 200
*One messenger	360
*Books and magazines	8, 000
Rent, fuel, light, fitting up and care of rooms, and other contingent expenses.	3, 500
Total	16, 280

The items marked with a star are new. The others are the same as the appropriations for the current year. The Commissioners' estimates for the current year were \$12,300, including \$4,000 for books. The increase in the estimates for next year is in the greater estimate (\$8,000) for books.

The appropriations for the public libraries of Salem, Mass., and Newark, N. J., for the first year of their existence show that the proposed appropriation for a library of the size of that of Washington is in every respect modest and reasonable.

The Washington library has 15,000 books; in their first year the Salem and Newark libraries had 14,030 and 13,000, respectively.

The salaried force of Washington at present consists of three persons (librarian and two assistants), whom it is proposed to increase to six persons (librarian, four assistants, and messenger), as against a total force for the first year in the Salem library of seven persons, and in the Newark library of six permanent employees and four temporary cataloguers. An increase of the library force is absolutely essential. The librarian and his two assistants are engaged not only during the day, but until 10 o'clock at night, and are thus doing double duty, for which an extra force is in many cases provided.

The present Washington pay roll is \$3,220, which it is proposed to increase to \$4,780, as against \$4,528.74 for the Salem library staff in its first year and \$7,592.60 for that of Newark during the same period.

The proposed item of expenditure upon books and periodicals is \$8,000 as against \$12,282.03 for books and \$633.31 for periodicals in the first year of the Salem library, and of \$14,572.33 for books and \$1,451.71 for periodicals in the corresponding period of the Newark library. Similar comparisons of the other items show that they are all in Washington's estimates reduced to a minimum.

To-day there is general recognition of the important educational position of the free circulating library and reading room, accessible at hours when their treasures can be utilized by students, both from schools

and colleges, and from among the working people whose daylight hours are largely occupied in breadwinning. Especially are such libraries appreciated in this land of free schools. In State after State, responding to the popular demand for these educating and civilizing agencies, has legislation been enacted to supply each little municipal subdivision at the taxpayer's expense. So notable has been this movement that it has been reasonably predicted that the last quarter of the nineteenth century will go down in history as the age of electricity and free libraries. The progressive community needs the public library as it does the telegraph and the telephone. It is on the same footing with the common school; it is the free university of the people. In the public school a liking for books—a desire and thirst for knowledge—may naturally be acquired. The library develops this liking and meets and gratifies this desire. The school imparts the ability to educate one's self by the intelligent use of books. The library supplements this instruction by providing the means and opportunity for such self-education.

The library is, then, a true university, both for the graduates of the public schools and for the whole people, without regard to class, or sex, or age, or wealth, or previous condition of servitude to ignorance. The people eagerly avail themselves of the educational opportunities offered by the public library. It raises the whole community to a higher intellectual plane. It is also not without its beneficent influence as a moral agent. In some of the small New England towns the record shows that as many as one out of every five inhabitants, counting men, women, and children, is registered as a borrower of library books. More persons have there registered to read than have registered to vote. The statistics also show that at first fiction was most largely drawn upon by such readers, but that as the taste for reading was developed stronger food for the mind was demanded, and the ratio of serious reading steadily increased. The reading room has proved and will prove a strong rival to all demoralizing resorts in claims upon the evenings of many, especially the young, and has served and will serve more and more as a satisfactory substitute for nightly idleness in dreary lodgings or on the streets.

Mindful of the library's functions as "a supplement of the public educational system of said District," the trustees have endeavored to develop it along the lines of greatest usefulness to the school children of Washington. They have cooperated with the school authorities in establishing the most effective system of thus utilizing the books and have kept this purpose steadily in mind in the purchase of new books.

A duty and privilege presented to the citizens of Washington is that of enlarging the private subscriptions of books to the library, the donations of money to purchase books, and the gifts of memorial and other funds for special library purposes. Public-spirited Washington may reasonably be expected to develop numerous Pratts and Carnegies who, on a smaller scale proportionate to their means, will be glad to imitate these benefactors and to make themselves partners with the municipality in the grand work of building up a public library. Some wealthy Washingtonian may be moved by local pride or other good motive to endow a branch or department of the library and attach to it his name. No citizen could erect to himself a nobler memorial.

Respectfully submitted.

THEODORE W. NOYES,
President of the Library Trustees.

APPENDIX.

Regulations for the organization and government of the board of library trustees of the free public library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896.

ARTICLE I. The board of trustees shall hold regular meetings on the second Monday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and, on request of three members, shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. A majority of the members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, and a librarian, who shall also act as secretary and treasurer of the board. At each annual meeting the board shall elect by ballot from its own number a president and vice-president, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting, or at a special meeting called for the purpose, by election as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by a viva voce vote a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board; to appoint all committees not otherwise provided for; and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its meeting of October of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library, and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city, or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duties of the librarian, as secretary and treasurer of the board, shall be to keep a neat, exact, and permanent record of the meetings of the board, the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian as such shall be those prescribed by this board in the rules and regulations for the management of the library.

ART. XIII. For all fines, security deposits, and other payments to the library, the librarian shall give his receipt, in such form as to show the amount received, in duplicate, one part to be given to the payer and the other kept at the library for permanent reference.

ART. XIV. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals; the sale and exchange of duplicates and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine, from time to time, the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board, entered upon its record; and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XVI. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI; and if such claims, accounts, and reports are correct, certify them to the board, and in any event report thereon with their recommendation.

ART. XVII. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon. The librarian shall hold his office until his successor is elected and qualified.

ART. XVIII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the rooms to be used for the purpose of the library, for its report and recommendation.

ART. XIX. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XXI. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXII. All reports of the committees shall be in writing, and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXIII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of minutes.
- (3) Report of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIV. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XV.

ART. XXV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

WASHINGTON PUBLIC LIBRARY REGULATIONS.

ARTICLE 1. The Library shall be open for the delivery and return of books every week day from 10 a. m. to 9 p. m., legal holidays excepted. The reading rooms shall be open until 10 p. m.

ART. 2. All persons over the age of 12 years who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parents, guardian, or some person satisfactory to the librarian. Temporary residents not owning real estate or employed in the District of Columbia shall also furnish a guaranty of some resident satisfactory to the librarian. Applications must be signed at the library.

ART. 4. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence, and register number. This card

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SECOND ANNUAL REPORT

OF THE

BOARD OF TRUSTEES

AND

FIRST ANNUAL REPORT OF THE LIBRARIAN

OF THE

Library

PUBLIC LIBRARY

OF THE

DISTRICT OF COLUMBIA

FOR THE

FISCAL YEAR ENDED JUNE 30, 1899.



WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1899.

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SECOND ANNUAL REPORT

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OF THE

DISTRICT OF COLUMBIA

FOR THE

FISCAL YEAR ENDED JUNE 30, 1899.



WASHINGTON:

GOVERNMENT PRINTING OFFICE.

1899.

PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA.

THE PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA.

To the Librarian:-

If your file of the reports of this Library is incomplete we shall be glad to send earlier reports as long as they last to all who may desire them. In making up a set please notice that the report for the year ended 30 June, 1903 was incorrectly numbered as fifth on the title page, when it should have been called sixth.

We would be glad to receive the reports, bulletins and other publications of libraries not now sending them to us.

Very truly,

George F. Bowerman,

Librarian.

SECOND ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
FIRST ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1899



WASHINGTON
1899

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BOARD OF TRUSTEES.

SAMUEL W. WOODWARD, term expires 1900.
BRAINARD H. WARNER, term expires 1900.
JOHN B. LARNER, term expires 1900.
AINSWORTH R. SPOFFORD, term expires 1902.
JAMES T. DU BOIS, term expires 1902.
R. ROSS PERRY, term expires 1902.
THEODORE W. NOYES, term expires 1904.
CHARLES J. BELL, term expires 1904.
RUFUS H. THAYER, term expires 1904.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
WESTON FLINT, *Librarian, Secretary, and Treasurer*.

STANDING COMMITTEES.

BOOKS.

AINSWORTH R. SPOFFORD, *Chairman*. RUFUS H. THAYER.
SAMUEL W. WOODWARD.

EMPLOYEES.

JAMES T. DU BOIS, *Chairman*. SAMUEL W. WOODWARD.
BRAINARD H. WARNER.

RULES.

R. ROSS PERRY, *Chairman*. AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

BUILDING.

BRAINARD H. WARNER, *Chairman*. JAMES T. DU BOIS.
RUFUS H. THAYER.

FINANCE.

JOHN B. LARNER, *Chairman*. CHARLES J. BELL.
R. ROSS PERRY.

BOOKBINDING, ETC.

RUFUS H. THAYER, *Chairman*. AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.

CHARLES J. BELL, *Chairman*. BRAINARD H. WARNER.
RUFUS H. THAYER.

DONATIONS.

SAMUEL W. WOODWARD, *Chairman*. BRAINARD H. WARNER.
CHARLES J. BELL.

REPORT OF BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1899.*

GENTLEMEN: The most notable event of the year in the library's history is the assurance given to it of a spacious, well-equipped, and attractive permanent home through the beneficence of Mr. Andrew Carnegie and through the considerate legislation of Congress in meeting the conditions of Mr. Carnegie's gift. The original legislation creating the library gave promise of a future permanent home by providing "that in any municipal building to be hereafter erected in said District suitable provision shall be made for said library and reading room, sufficient to accommodate not less than one hundred thousand volumes." Through the good fortune which has befallen the library its enjoyment of a home of its own has been hastened by years, and accommodations are assured far superior in every respect to the best that the proposed municipal building could furnish.

On the 12th day of January, 1899, Mr. Carnegie, in response to a verbal suggestion of Mr. B. H. Warner, vice president of the library trustees, offered to give \$250,000 for the erection of a building for the library if Congress would provide a site and suitable maintenance.

The trustees and other friends of the library labored diligently for the legislation by Congress upon which Mr. Carnegie's donation was conditioned, and finally, on the 3d day of March, 1899, the following measure was enacted:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That authority is hereby conferred upon a commission, to consist of the Commissioners of the District of Columbia, the officer in charge of public buildings and grounds, and the president of the board of trustees of the Washington Public Library, to cause to be erected upon Mount Vernon square, in the city of Washington, in the District of Columbia, a building for the use of the Washington Public Library, with funds to be contributed by Andrew Carnegie: *Provided,* That such building shall be commenced within twelve months and completed within three years from the passage of this act: *And provided further,* That no liability shall be incurred by the United States or the District of Columbia for the cost of the erection of said building.

SEC. 2. That said commission shall invite ten architects or firms of architects, of conspicuous ability and experience, to submit competitive designs for the said building, upon a carefully drawn programme, said competition to be adjudged by said commission, acting with two other persons to be selected by the competing architects. The architect or firm of architects whose design shall thus be adjudged most acceptable shall be employed as architect of the building, to act under the direction of the office of construction hereinafter provided for, and to furnish all designs and drawings required for the construction of the building, and personal services requisite for their artistic execution. Said architect shall receive as full compensation for the said designs, drawings, and personal services the sum of three per centum of the total cost of said building, to be paid from time to time as the work progresses; and all designs and drawings furnished by him for the said building shall become the property of the District of Columbia.

SEC. 3. That the construction of said building shall be placed in charge of an officer of the Government especially qualified for the duty, to be appointed by the aforesaid commission, who shall receive for his additional services an increase of forty per centum of his present salary, to be paid out of any available funds, and he shall disburse the funds under rules to be prescribed by the said commission, make all contracts, and employ all necessary personal services not herein otherwise provided for.

In pursuance of this law the commission named therein invited competitive designs of architects for the proposed library building on the basis of an elaborate programme of competition. The terms of this programme, so far as they bear upon the character of building to be erected, read as follows:

The total cost of the building, including book stack, heating and lighting apparatus—in short, everything but furniture—is limited to \$250,000 for the purpose of the competition. The building must be thoroughly fireproof.

The commission prefers that the external walls be faced with marble, if within the limitations of the cost of the structure a building of this material can be constructed which shall furnish ample areas for all the practical uses of a modern lending and reference library of the best type. Architects will, for the purposes of the competition, base their designs upon the use of marble for the exterior walls, but the commission is not committed to the use of this material, and competitors are therefore requested to state fully their views as to the choice of materials and their relative cost.

All public, office, and clerical rooms, including book stack, should receive as much daylight as possible, although it may be necessary in the book stack to depend to some extent on electric lighting. The windows of all such rooms should be large and unobstructed and extend nearly to the ceiling. Those in the reading rooms should be at least 5 feet—and not over 6 or 7 feet—above the floor. The book stack should be as evenly lighted as possible. It is believed that this can only be accomplished with daylight by admitting it directly to every space between shelf ranges.

The book stack should be in intimate connection and touch with not only the lending and delivery desk, conveniently placed near the main entrance on the main floor, but with the cataloguers' room, public reading room, periodical and children's reading rooms, and the librarian's office, all of which need the book stack close at hand. Thus, also, the librarian and attendants may have direct supervision of all important proceedings in the library. The cataloguers' and accessions rooms should be on the first floor close to the stack and to the receiving and packing rooms, the latter to be just below in the basement. The cataloguers' room should also adjoin a reference library, easily accessible from, if not a part of, the public reading room.

Wherever practicable the partitions should be of glass, permitting free observation of rooms by the attendants.

In addition to the public entrance on the main front, a basement entrance for bicycles, etc., should be provided near it.

At the rear or side a basement entrance for receipt and delivery of books, etc., with special reference to the service of library substations in the city, should be located, and another entrance for the engineer, and workmen, and supplies, etc.

The book stack should begin at the first floor and extend to the roof with decks at intervals of 7 feet, and it may be practicable to extend it one tier into the basement, but space must be saved for the warming and ventilating apparatus of the stack.

SCHEDULE OF ROOMS.

The rooms suggested for the first floor, if practicable, with their approximate areas, are as follows:

	Square feet.
Book room.....	¹ 6,000
There should be present provision for at least 225,000 volumes and a much larger ultimate capacity. As far as the symmetry of the building and the limitations upon its cost will permit, the commission desires a book room covering a considerable ground area and shelving as many books as possible in stack tiers included within the first story of the building. Designs are, however, admissible which place the stack tiers in numerous stories, one above another, to the full height of the building, with a corresponding reduction of the ground area occupied. Full statement should be made of the reasons which determine the architects' suggestions concerning the shape and size of the book stack.	
Lending department	² 2,200
Delivery counter, seats for persons waiting, suitable shelving, card catalogue space.	
Public reading room.....	3,000
Reference library, suitable shelving.	
Cataloguers' room	800
Shelving.	

¹ Or less.

² Or more.

ADRIAN

PLAN OF BASEMENT

NEW YORK CITY



	Square feet.
Accessions room	500
Shelving.	
Open shelf room	¹ 1,500
Shelving.	
This room is for the display of new books and selected classes of other books on shelves to which the public is to have unobstructed access.	
Children's room	¹ 1,500
Shelving.	
Librarian's room	300
With safe or vault.	
Reception room.	
Cloak rooms.	
Lavatories, etc.	
On the second floor might be placed :	
Periodicals and newspaper room	² 3,000
Shelving.	
Class or lecture room	3,000
Shelving, wall space for maps, plans, etc.	
Trustees' room	500
Four special reading rooms, 400 square feet each	1,600
Shelving.	
Book room, if continued through this story.	

Among the rooms in the basement should be a packing and delivery room, a lunch room, a binding and repair room, two or three stock and store rooms, including scrubwomen's room, engineer's department, boilers and mechanical apparatus, bicycle room and fuel rooms, either in basement or in vault outside under ground. The boiler chimney should be incorporated in the building.

It is expected that the greatest development of the library will be in its lending department. It is desired also to give especial attention to the open-shelf facilities, to the children's room, in short, to all departments which will increase the usefulness of the library as the supplement of the public schools. Architects will, therefore, provide the most ample areas and the most convenient arrangements for these departments, and, if necessary, will increase unhesitatingly their minimum allotments of space as suggested in the foregoing lists.

The preferences indicated for first-floor locations call for a disproportionate occupied ground area on that floor. If the problem set for the architects can not be otherwise solved, it will be admissible to consider the placing of the children's room in a light, dry, airy, and attractive section of the basement, with a separate entrance from the outside.

The additional persons selected under the law to act with the commission in adjudging the competition were Architects George B. Post, of New York, and Henry Van Brunt, of Kansas City. The latter is president of the American Institute of Architects and the former is an ex-president of the same association. The judges of the competition, after considering the plans of twenty-four architects, found "most acceptable" the designs submitted by Messrs. Ackerman & Ross, of New York, and they were appointed architects of the building.

Their accepted design as restudied and modified meets admirably the requirements of the programme of competition.

The structure proposed is about 224 feet long, east and west, and about 112 feet on the line of greatest depth, north and south. It harmonizes in proportion with the site, Mount Vernon square being about 510 feet long and 255 feet wide.

The library building is designed to be in the center of the square, east and west, but will stand much nearer to the north than the south line in order that a worthy approach may be secured for the long south front, and that the architectural attractiveness of the front may be enhanced.

Cuts accompanying this report show the perspective and front elevations of the building and give an idea of its exterior appearance, of the

¹ Or more.

² Or less.

style of architecture adopted, and of the attractive effects secured by the architects in working out their design.

The first floor of the building contains the most important rooms of the library. The main entrance, located in the center of the south front, will lead into the reception hall, where the only attempt at noteworthy decoration will be made. Just inside the doors stairways on both sides will extend to the floor above and to that below. Passing these the library visitor will come at once to the delivery counter, which faces the south entrance. The counter is so arranged as to attract immediate attention and to avoid delays in the service of those who enter the building. Attendants will issue books from the delivery counter as rapidly as the volumes desired may be secured from the stacks or shelves, as the case may be. The ceiling of this main hall is to be about 40 feet above the floor. A skylight will be arranged scientifically to admit a maximum of light with a minimum of heat from the rays of summer suns.

Arranged around the rear of the delivery counter, which will be semi-circular, are to be the administration rooms of the library. Entrances will be provided on either side of the delivery counter, but they will be for the use of library officials only, the public generally not being allowed in the rooms where the business affairs of the library are conducted. The administration rooms will include the private office of the librarian, rooms where accessions will be received and handled, and where cataloguers will be at work. The book stack forms the northern wing of the building. It was found absolutely essential in order to bring the cost of the building within the amount available to reduce to a minimum the ground space occupied by the book stack and to carry it up five tiers to the full height of the building. The capacity of the book stack, 250,000 volumes, is, however, in connection with the open-shelf facilities, accommodating from 50,000 to 75,000 volumes, believed to be ample for the purposes of the library. The stack is so situated that it can be extended and enlarged without interfering in the least with the architectural effect of the building.

The delivery counter, situated as it will be, will give the officials at work behind it complete inspection facilities and full view and control of the public reading room and the corridors.

In the east wing, to the right of the main entrance, will be located the public reading room. It will occupy a space of 3,000 square feet and will be lighted by broad windows reaching to the ceiling. The west wing will be divided into two departments, one-half being given over to open-shelf accommodations for books and the other half to the use of the children. The reception room will be in the western section of the building. This room will be in close communication with the open-shelf room and will be provided with wall shelving. The open-shelf room will contain 1,500 square feet and the reception room 456 square feet. The children's room is of the same dimensions as the open-shelf department and will be separated from the latter by a temporary partition which may be easily removed. Thus, if the growth of popularity of the open-shelf facilities demands it, this department can spread itself over the entire west wing and occupy a total space of 3,456 square feet. In the event of such growth the children's room would be transferred to the basement wing reserved for that purpose, or it might possibly be removed to the second floor.

The reading room in the east wing will be fitted with wall shelves. The value of open-shelf provision rendering books easily accessible has not been underestimated, and arrangements have been made for the occupancy of every available space for this purpose.

PLAN OF SECOND FLOOR.

ADRIAN AND ROSS ARCHITECTS FIFTH AVENUE NEW YORK CITY

On the second floor the west wing will be occupied by a lecture or class room of about 3,000 square feet. In the east wing will be situated the newspaper and periodical department. The trustees' room and four special study rooms will also be situated on this floor.

In addition to the usual rooms provided in basements, such as engine rooms, boiler space, packing, delivery, binding, and repair departments, and stock and storerooms, with ample toilet facilities and quarters for janitors and charwomen, the lunch room, with kitchen and pantry equipments, will be located in that portion of the building. The bicycle room will also have a place in the basement near the front entrance. Here wheels may be safely stored while volumes are being procured for outside reading, or while the reading rooms are being used by the riders.

The basement's particular feature, however, is the reservation of an entire wing, constituting a single large room, well-lighted and accessible, which may be used as a children's room if at any future time such use may seem desirable. Wherever the children may be ultimately located, their comfort and convenience will be carefully considered. Mindful of the library's functions as a supplement of the public educational system of the District, the trustees will continue to endeavor to develop it along the lines of greatest usefulness to the school children of Washington.

Mr. Bernard R. Green, of the Library of Congress, has been appointed to superintend the construction of the library building, in accordance with the terms of the law. The building must be commenced not later than March 3, 1900, and completed not later than March 3, 1902. Such progress has already been made in the preliminary work that the structure will evidently be easily begun and finished within the time limit.

Evidently the library is to be housed in a building exceedingly attractive architecturally, and a delight to the reading public as a model lending library in the convenience and thoughtfulness of its interior arrangements. Especial attention is to be given to the development of those features of work which, under the law, are to characterize the Washington library. It is to be conspicuously a lending library, with notable development of the open-shelf room, a characteristic feature of the model modern library, and marked, as already noted, by the special attention paid to the children's room, and to all departments which will increase the usefulness of the library in performing its primary function, in the words of the law creating it, "as a supplement of the public educational system of said District."

While Mr. Carnegie's original donation was \$250,000, this amount does not indicate the full measure of his beneficence in relation to the public library. On the 14th day of April, 1899, he increased his gift by \$50,000, in order to cover the cost of furniture and equipment for the library, architects' and superintendent's commissions, and other incidental expenses; and on September 28, 1899, he made an additional donation of \$50,000, to meet an extraordinary increase in the cost of building materials, which threatened to prevent the execution of the accepted design of the library with the money available in the manner most creditable to Mr. Carnegie and to the national capital.

The acceptance of Mr. Carnegie's gift carried with it the pledge of suitable maintenance of the library by Congress, upon which the donation was conditioned. Congress acting as the District's legislature will undoubtedly fulfill this pledge of suitable maintenance, as it does in *the case of the existing library*, by appropriations in the District bill *under the provisions of the organic act of 1878.*

It is in respect to the equipment of the new building with an adequate supply of books that thought and energy on the part of Washington will be most required. The present small library, though it is growing with sufficient rapidity to work inconvenience in the present rented quarters and to overwhelm the small library force available for cataloguing, will be pitifully insufficient, even as a beginning, in the book-stack of the new library.

In the two years of grace which will be required for the erection of the new structure large donations of money and books are hoped and expected from private sources, and the friends of the library are disposed to leave no stone unturned in this public-spirited work.

The donations committee of the trustees has outlined a systematic plan of canvassing for subscriptions to the library, and the prospects are excellent that the library will in the near future enjoy further large and valuable accessions.

There is a possibility that legislation may be secured from Congress which will turn over to the library the miscellaneous books not necessary for reference and official use in the departmental libraries. These number between 20,000 and 30,000 volumes. Their withdrawal from the 300,000 volumes of the departmental libraries would not injure the latter as technical reference collections for official use, but would cause the Washington Public Library to become a general departmental library for the enjoyment and free circulating use of all the employees in all the Departments. These books, accessible in the main only to the clerks in three of the Departments, and accessible to them only so far as the fraction contained in their own library is concerned, would, if collected in the Washington Public Library, be open to all the clerks, and a great body of Government employees would enjoy privileges of which they are now entirely deprived. The establishment of such a general departmental library, open also to the public, would save the Government the expensive duplication of books in numerous small collections, and would also economize in the room space devoted to departmental library purposes.

There is also a possibility of securing the use for circulating purposes of some of the duplicates, copyrighted or uncopyrighted, in the Library of Congress. The creation of a circulating department of the latter library has been forcibly urged in Congress, but has also met with determined opposition. A compromise between these conflicting views of the true functions of the Library of Congress should result in the popular circulating use of many of these books through their loan to the Washington Public Library.

The relations of nation and capital make the Washington Public Library as much a Government institution in principle as the Library of Congress. By continuing to develop the latter exclusively along its natural lines as a great reference library for scholars and students, and by rendering available for public use its circulating books through the medium of the Washington Public Library as the national local lending library, the nation will waste no fraction of its library resources, and instead of permitting thousands of miscellaneous volumes, copyrighted or uncopyrighted, to decay unused on the shelves, they will all be rendered most fully available, both for reference and circulating purposes, for the benefit of the people of the Republic.

In planning and preparing for an enlarged library in the new building on Mount Vernon square, to be available, perhaps, within two years, the existing library in rented quarters on New York avenue, which is performing under many disadvantages a most important and useful *function in the community*, is not to be neglected.

As shown by the librarian's report submitted herewith, it has grown steadily and satisfactorily in the number of books upon its shelves and in the degree to which it has been utilized by the public. The showing of its records in the latter respect is extraordinary and furnishes convincing evidence of the public demand for and appreciation of such a library and of its importance and value to the community.

The pouring in of donated books to be catalogued and the rush of persons to be registered have thrown heavy labors upon the small library force, which has been from the very beginning entirely inadequate.

The departments of the library are scattered over an entire building containing sixteen rooms on four floors, arranged for residence purposes, and the labor of supervision and inspection alone is no light task.

A considerable increase of the force for the next fiscal year is absolutely essential. The librarian and his assistants are engaged not only during the day but until 10 o'clock at night, and are thus doing double duty, for which an extra force is often provided in the case of other libraries.

The estimates submitted by the trustees for the maintenance of the library for the ensuing year are as follows:

Librarian.....	\$2, 000
* 1 assistant	1, 000
1 assistant.....	900
1 assistant.....	720
1 assistant.....	600
* 2 cataloguers, at \$600.....	1, 200
* 1 janitor	480
* 1 attendant (reading room).....	360
* 1 attendant (delivery room)	360
* 1 messenger	360
* Books and magazines.....	8, 000
* Binding	2, 000
Rent, fuel, light, fitting up and care of rooms, and other contingent expenses.	3, 500
Total	21, 480

The items marked with a star are new as compared with the existing appropriations law. The others are the same as the appropriations for the current year, except that an increase of \$400 is proposed in the salary of the librarian. The Commissioners' library estimates for the current year were \$16,280. The proposed new items in the estimates are that for binding, and those for a few additions to the library force. The considerations in detail which demonstrate the necessity of the increases asked are set forth in the librarian's report. The trustees can not present too urgently the wisdom of adequate maintenance appropriations for the developing library.

Encouraged by the good fortune of Mr. Carnegie's enlightened beneficence and by the temper of recent Congressional legislation, the friends and promoters of the public library will undoubtedly push forward with renewed vigor in the grand work of building up at the national capital the long-needed popular circulating library. The community benefits from such an institution and the disadvantages from its lack do not need to be elaborated in this age of notable and almost universal public library development.

Respectfully submitted.

THEODORE W. NOYES,
President Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

REPORT OF THE LIBRARIAN.

GENTLEMEN: Herewith is submitted a report of the work of the library for the year ending June 30, 1899, together with statements as to its present condition, and suggestions and recommendations as to the work for the coming year. The act of Congress making the first appropriation for the maintenance of the library was not approved until June 30, 1898, the day before the beginning of the fiscal year; hence it was necessary to take some time to secure a building and have it properly remodeled and prepared for library use. The building was turned over to the trustees October 1, and its further preparation, including shelving and other arrangements, the moving of the Washington City Free Library, transferred to this library by gift, took a few weeks longer, so that the building was not opened to the public for registration until December 16, 1898. The regular issue of books began on January 10, 1899, so that the statements and tables in connection with this report are for less than six months of actual library work; that is, from January 10 to June 30, 1899.

CIRCULATION OF BOOKS.

As the test of the real value of a library is its use to the public, it is interesting to note the rapid and constant growth in circulation since the first day of opening in January, with less than 12,000 books on the shelves, and many of these not new, and others considerably worn. The need of a public library is shown in the fact that during the twenty days after the opening of the library, with but a small registration, 5,243 books were taken out for home reading. The daily issue increased so rapidly that during the month of March the number was 11,706. The following table (A) gives the circulation by months and the number of the different classes of books taken out:

A.—Circulation in 1899 by months and classes.

Class.	January.	February.	March.	April.	May.	June.	Total.
Philosophy and religion.....	76	94	133	131	131	102	667
Biography	140	288	361	321	307	265	1,622
History and travel	226	384	519	525	611	456	2,716
Social science	40	57	100	98	78	63	434
Natural science	74	100	154	160	142	95	725
Useful arts.....	32	46	62	43	47	39	269
Recreation and fine arts.....	34	59	92	99	67	57	408
Literature.....	318	454	614	572	489	464	2,911
English fiction	4,483	7,484	9,670	9,079	8,872	8,389	47,977
Total.....	5,423	8,906	11,706	11,026	10,744	9,930	57,734
Average daily circulation.....	285 $\frac{1}{2}$	387 $\frac{1}{2}$	433 $\frac{1}{2}$	441 $\frac{1}{2}$	429 $\frac{1}{2}$	381 $\frac{1}{2}$	393 $\frac{1}{2}$

In the foregoing table no account is taken of periodicals or of books issued in the reference room, which together would add probably ten per cent to the daily issue. The total issue of 57,734 books for less than six months is at the rate of almost 122,000 volumes a year; and taking the number of books in the library for the period it was open as an average of 13,000 volumes, the whole library would be issued at the rate of over ten times a year; and taking the number of registered borrowers as an average of 4,500 for the six months open, then each *person registered drew out on an average at the rate of 27 books a year, equal to having every registered borrower take out a book a little*

more than once every fourteen days during the year—that is, each reader on an average had a book out every day the entire year.

The largest circulation on any one day was 696 volumes, Saturday, April 8, and the smallest, 23 volumes, February 13, the time of the blizzard. The average daily circulation for the different months, as shown by the table, has varied from 285½ to 441 volumes, or for the whole period a little more than 393 volumes a day.

The percentage of fiction circulated is large, as in nearly all public libraries, the other classes, in their order as to amount, being literature, history and travel, biography, natural science, philosophy and religion, social science, recreation, and fine arts.

An indication of the eagerness with which books were taken out by readers is seen in the present condition of the book stacks devoted to fiction. When the library was opened every shelf in that section was completely filled, but now at no time are there over two-fifths of these shelves that contain books, and on some days the proportion is even less. The necessary result of this condition of affairs is that a very large number of books desired by readers can not be found on the shelves after repeated calls, and this difficulty can only be remedied by a large increase in the number of new books placed in the library, more especially by providing several copies of popular works to supply the constant demands of borrowers, who naturally expect that the books they desire can be found upon application.

DUPLICATE COLLECTION.

On account of the constant call for new books, especially fiction, of which there were but one or two of each in the library, it was decided during the latter part of April to purchase a small duplicate collection of the most popular works, securing as many copies as were demanded, for the use of which the reader pays 10 cents per week for the privilege of receiving the book desired at an early date, rather than wait until the regular copies can be returned. These duplicate books are thus issued until the amount received for their use is equal to the cost, when they are placed on the regular shelves, and if there is still a demand for them other copies of the same books are purchased. By this means a number of readers secure the use of new books when first published at a nominal cost and the library receives the book after a few weeks at little or no cost, thus giving all readers additional opportunities to read these new works. Some of the books in the collection where there were a dozen copies of a work have been in such demand that twenty reserves in advance were on file besides the dozen copies already out. When the funds for purchases are complete it may not be advisable to use this method, but with the limited means for procuring new and popular books the scheme seems to work fairly well.

READING AND REFERENCE ROOM.

Owing to lack of sufficient assistants and the absolute necessity of making the issue of books the first thing in importance, the reading room had to be placed as near as possible to the delivery room, and this was arranged by moving the cataloguing work to the floor above. Since the room was opened the attendance has been steadily increasing, especially in the use of periodicals, of which there is a fair supply by purchase, and quite a good collection of technical and scientific periodicals furnished from the interest on the Henry Pastor memorial

fund, through the liberality of James T. Du Bois, a member of the board of trustees. Lists of periodicals, both of the memorial fund and those by purchase and gift, will be found in Tables D, E, and F in this report.

THE CHILDREN'S DEPARTMENT.

One of the things most needed in the library is a properly arranged reading room for the children, but this has not yet been possible, though partial preparations have been made for it, and it is hoped that at least some part of the work may be commenced during the coming year. A large part of the daily circulation goes to the children, most of them belonging to the public schools, and this close connection with the school work will, it is hoped, be a very important factor in education. The interest taken by many teachers of the different schools in looking after the reading of their pupils and in directing them to the library has been of great service to the children and great assistance in our own work in the library. If we had complete facilities for supplying the children's needs and the cooperation of all the teachers, which will be given without a doubt, there would be a decided increase in the educational power of the schools and the literary culture of the youth of our city. The National Educational Association have issued a circular in which the importance of a close relation between the schools and the library is clearly stated in the following:

There should be more cordial relations between the school and the library. The librarian should know the school and its work, in a general way, as a very important part of his work, just as a teacher should know the library and its methods as a part of her work. * * * The children should have free access to the library shelves. The community should be led to regard the library as a necessary part of a system of public education just as essential as the common school. If it is the duty of the state to see that its citizens know how to read, it is certainly none the less its duty to see that they are so trained that the ability to read will be a blessing rather than a curse. A free public library is the adult's common school. Pupils should know what a library is, what it contains, and how to use it. A child can no more be wisely left to get his knowledge and taste for literature by himself than to get his mathematical or scientific training in the same way. Children must be trained to use the library as they are trained to do other things. Pupils should learn to read with economy of time by making use of page headings, tables of contents, reviews, Poole's Index, card catalogues, and other helps. The destiny of a child is not affected by the ability to read, but by the use he makes of that ability. * * * The school trains for a few years, the library for a lifetime. * * * The ability to read is merely a means to an end.

Taking these suggestions as showing the line of necessary work for the library in aiding schools, it seems to me that a special effort should be made to organize the children in the schools into leagues or societies in connection with the library to secure the benefits of proper instruction as to what books should be read, the proper care of books, and, in general, to train the children how to best use books as a part of their education.

Some efforts have been made to help the children coming to the library by having the children's books placed in front near the issue desk so they can easily make their selections, but the great difficulty has been the meager supply of books suitable for them, probably not one-fifth as many as could properly be used by them, as on an average the children read books in half the time that older readers take, and the small collection of books assigned to the children's corner show by the dates of issue the constant use made of them.

In the children's collection the same classification is made as in the other parts of the library, and, as free access to these books is given, the young reader very soon learns by the use of this small collection

what books there are in the general library and is fitted for better study in the future. As children need guidance in their reading it becomes a necessity to have, as soon as possible, a separate department for them under a specially prepared assistant, who can aid them in the selection of books in connection with the advice and direction of their teachers in the schools.

REGISTRATION.

The registration of borrowers began December 15, 1898, with a registry of 869 in December, 2,797 in January, 985 in February, 838 in March, 491 in April, 384 in May, and 350 in June, making the total number of borrowers on June 30, 6,712, and of these quite a large proportion are of pupils in the various schools in the city.

To accommodate these students in the schools and others desiring extra books for reading, there has been given to those applying a special student's card, and this card entitles the borrower to take out one nonfiction book in addition to the one on the regular card. This seems to work well and gives additional facilities to those desiring to make a more complete course of reading by having more than one work at the same time. The only fear is that in the increase of the number of borrowers, the number of books may not equal the demand, but the library will probably provide against such a contingency.

ADDITIONS TO THE LIBRARY.

This library is in one sense entirely the creation of the past year, both by gift and purchase, and in another sense it is entirely the result of the liberality of its friends who have so generously given to its funds and made donations of books. On July 15, 1898, the entire collection of the Washington City Free Library was transferred to the public library, this collection containing, according to the accession book, or catalogue, 12,275 volumes, besides quite a number of pamphlets, unbound books, and files, either whole or incomplete, of magazines and periodicals. There have been added, catalogued, and placed upon the shelves since that date 4,400 volumes, so that the total number on the accession book June 30, 1899, was 16,650 volumes. In addition to the above there are something over 2,000 bound books, 4,000 unbound books and pamphlets, and 2,450 magazines now in process of cataloguing.

Among the notable accessions to the library is the Anthony Pollok collection of 733 volumes of French works and 608 volumes of English standard books, nearly all finely bound in calf and morocco, besides some 1,400 pamphlets and 300 miscellaneous collections. From the Evening Star Newspaper Company came an addition of over 1,000 bound books, mostly new, besides a very large collection of pamphlets and magazines. A fine octavo edition of Audubon's Birds and Quadrupeds of America was included in the private library given by Mr. William Galt. Quite an addition has been made to the set of reference works, which was greatly needed, of encyclopedias, dictionaries, atlases, and a fair working library for the cataloguer's and reference rooms. In the new books added by purchase our limited means made it necessary to make the collections carefully so as to meet the urgent demands of readers as far as possible.

Many of the new books added to the library have been especially popular; such as the Tennyson Memoirs, the Browning Letters, Worcester's Philippine Islands, and all books relating in any way to the war with Spain. Quite a collection on the Spanish war have been purchased and proved most attractive, especially to the younger readers.

LIBRARY FORCE.

The provisions of Congress for the past year only gave salaries for three persons, as follows:

Librarian.....	\$1, 600
First assistant librarian.....	900
Second assistant librarian.....	720

Owing to delay in securing and preparing the building for library use, some of these salaries began two or three months later than the fiscal year. On the recommendation of the board of trustees the amount of these unused salaries was reappropriated and used to employ temporary assistants, mostly in cataloguing and the absolutely necessary work of the circulating department, which increased so rapidly that it was found difficult to provide books for the demand made by the public. Never since the library was opened has the regular force been sufficient to properly carry on the work. For some months quite a number of students in the library school and others acted as volunteer assistants both in cataloguing and in the registration and issue divisions, thus making it possible, with the help later given by the reappropriated fund to bring some of the work nearly up to date. In order in some manner to do justice to the volunteer assistants, several of them were placed on the temporary roll for portions of the months of May and June. Altogether, sixteen persons have for a longer or shorter period given temporary service to the library.

No regular salary was provided for janitor, messenger, or attendants in the reading room or delivery room, and no provision was made for regular cataloguers, yet the work has been carried on as well as it could be done under all these disadvantages by the faithful work of the regular, temporary, and volunteer assistants.

Provision has been made for one additional assistant for the year ending June 30, 1900, thus increasing the entire force to four. For the absolutely necessary work of the library in attending to the registration, cataloguing, the issue of books, caring for the rooms, and making even moderate provisions for the wants of the public in the distribution of books, there will be needed for the fiscal year ending June 30, 1901, not less than 11 persons, and this does not include any provision for the management of the children's room, which will be greatly needed soon.

The following estimate of expenses for the force is recommended for the year ending June 30, 1901:

Librarian.....	\$2, 000
1 assistant.....	1, 000
1 assistant.....	900
1 assistant.....	720
1 assistant.....	600
2 cataloguers, \$600 each.....	1, 200
1 janitor.....	480
1 attendant (reading room).....	360
1 attendant (delivery room).....	360
1 messenger.....	360
Total.....	7, 980

It is not thought that the above number will be equal to the needs of the library for the year named, because growth must be provided for, *and the increase of registry, which will probably more than double in a year. The Enoch Pratt Free Library has 66 persons on the salary list, and circulates 760,782 volumes, but a large library thoroughly*

organized, and with the books, except the annual accessions, completely catalogued, needs less persons in proportion to the circulation than a new library with all the work to be done. The Carnegie Library (central), of Pittsburg, circulated 128,946 volumes for home reading, only a little larger number than our own library for the same period, and their expense account was \$25,820, including repairs, which in comparison will show that the estimates above offered are very moderate.

ESTIMATES FOR GENERAL EXPENSES.

The estimates submitted for the expenses aside from salaries are as follows:

For purchase of books.....	\$8, 000
For binding.....	2, 000
For contingent expenses.....	3, 500
Total	13, 500

The item for contingent expenses is the same as for the past and the present year. The amount asked for books must be considered in connection with the fact that this is a new library, with provisions for not more than one-fourth the demand already being made upon it, and that heretofore no appropriations whatever have been made for this purpose. Allowance for books in a new institution must of necessity be many times greater than in an old library, where the alcoves are already well stocked with collections of the different classes, and only requiring the current works to be added to keep it complete. The necessity for binding is stated elsewhere in giving the present condition of the library, and by calling attention to the fact that with the constant use of ordinary books in a circulating library they last but a few months unless rebound. For lack of proper binding many of the books have been temporarily mended several times and many more laid aside.

CONTENTS OF THE LIBRARY.

The following table (B) gives the number of volumes in the library June 30, 1899, for use, arranged by classes, and includes also duplicate copies of works:

Table B.

	Volumes.
General works	900
Philosophy and religion	793
Biography	1, 117
History and travel	2, 393
Social science	770
Natural science	705
Useful arts	372
Athletics and recreation	120
Fine arts	206
Language and literature	2, 473
Total of classed books	9, 849
Fiction	5, 176
Total	15, 025

Of the 15,025 volumes, it is seen that about one-third are fiction, which is about the usual proportion in circulating libraries, the next in order being language and literature, with one-sixth of the whole, then history and travel, about the same proportion; biography, general works, philosophy and religion following in relative order. Taking

into account the fact that a large part—in fact much the larger part—of the books were received by donation in small collections, the library as a whole seems fairly well divided as to the classes of books. The first books purchased from funds donated for that purpose were selected by Mr. A. R. Spofford and the librarian, and included works in the various classes most needed to make a working library, in fact following somewhat the plan of the list of 5,000 books of the American Library Association model library. Many of the older books in the library are worn and some are in a very bad condition, owing to the fact that there has been no proper provision for binding. This matter must be attended to at an early date if the books are to be saved for future use.

FINANCIAL STATEMENT OF COLLECTIONS.

The following table (C) gives the amounts of moneys received at the delivery desk for fines, finding lists, and other items:

C.—*Monthly statement of fines, etc.*

	Janu- ary.	Febru- ary.	March.	April.	May.	June.	Total.
Fines	\$6. 19	\$54. 99	\$61. 69	\$70. 73	\$72. 57	\$59. 08	\$325. 25
Finding lists	3. 55	1. 65	1. 40	1. 30	. 60	. 65	9. 15
Duplicate collection				4. 50	10. 80	11. 70	27. 00
Books lost and injured	1. 00	1. 00	. 50	1. 30	. 50	4. 30
Reserves 02	. 18	. 50	. 74	1. 10	. 80	3. 34
Reissued cards 20 30	. 20	. 10	. 80
Total	10. 96	57. 82	64. 09	78. 87	85. 77	72. 33	369. 84

It will be noticed that the amount received for fines for the non return of books is the principal item in the statement, being \$325.25, and this is collected in very small amounts at the rate of 2 cents a day for overdue books. It shows that payments were made during the half year for 16,262 days, this fact alone indicating a constant use in so small a library as this.

This collection is only made for the purpose of securing prompt return of the books, as the expense attending it probably exceeds the amount received, and especially so in the case of books sent for by messenger. The item for reserves of books is constantly increasing, showing that the demand for books is greater than the supply, but is a convenience for many borrowers, enabling them to continue a plan of reading by being able to procure the book desired in a limited time. The money received for the duplicate collection should not be taken into account as a revenue, because this money has to be used for the purchase of additional books for this collection as fast as it accrues, thus giving to the reader all the benefits possible from the fund. The small sum reported for reissued cards shows that very few borrowers have availed themselves of the privilege of having new cards outside the regular course, and indicates that not a large number have been lost or mislaid.

SPECIAL GIFTS TO THE LIBRARY.

First in importance is the munificent gift of \$350,000 by Mr. Andrew Carnegie for the erection of a new library building, and the legislation of Congress making provision for taking Mount Vernon square as the *site of the structure*, a full description of which has already been given. *Hon. John R. McLean* of Ohio has agreed to provide for a complete

collection of all books relating to the history of the State of Ohio, including all the county, town, and other local histories. This generous offer will in time result in the formation of a complete library of the history of that great State, unequalled in the country outside of the State itself, and be a model of what can be done in the case of other States if such liberality should be followed by like generous donors, and in this way making the capital of the nation a center where the history, not only of every State, but of every county and town in each State, can be easily and carefully studied. The inestimable value of collections such as these will be more fully appreciated in the future, when the foresight of men who have had the wisdom to give when their liberality could be made most effective, is fully recognized.

Among the books mentioned as additions to the library is the Anthony Pollok collection of over 1,500 volumes, most of them finely bound, which was received from the legatees of the late owner of the collection and is especially valuable, containing, as it does, so large a proportion of French works. The Evening Star Company made a contribution of some 2,000 volumes, besides a large number of pamphlets and periodicals; among others, Mr. William Galt gave 266 valuable works from his private library; Gen. William Birney, 169 books; Mr. Ward Thoron, 85 new books, besides gifts of books from over 150 others, whose names will be found in the list (G) appended to the report.

Professor Trentanove has offered to execute in marble a bust of Andrew Carnegie, esq., heroic size, to be placed in the new library building, and this offer has been accepted by the trustees.

The library is under special obligations to Mr. S. M. Bryan, president of the Chesapeake and Potomac Telephone Company, for the use of a telephone and connections, placed in the library free; to Messrs. Wyckoff, Seamans & Benedict for a Remington typewriter and stand, and to Mr. J. C. Parker for a Hammond typewriter and stand.

Of the gifts of money for the purchase of books and periodicals, now amounting to over \$3,000, \$1,000 was given by Crosby S. Noyes, esq., \$1,000 by Messrs. Woodward & Lothrop, and \$250 by Hon. John R. McLean, and lesser amounts by generous friends of the library. A list of these donors will be found in Table H.

Hon. James T. DuBois has proposed to provide a permanent fund of \$5,000, the interest of which is to be used for the purchase of technical periodicals. This fund will pay for about seventy-five of the most valuable ones. The interest on \$2,000 of this fund has already been received and the periodicals placed in the library. The increase of the list of periodicals and of duplicate copies of some popular ones has been provided for by the gifts of friends of the library, a special list of whom will be found in Table F.

Special recognition is due Messrs. Woodward & Lothrop for their generous aid in many ways in securing books for the library, with the result of a large saving to the book fund and making it much more available to supply new books for the shelves.

Due acknowledgment should be made to the many donors of small collections of books, some very valuable, which have come almost daily to add to the usefulness of the library. At all times there has been manifested a desire to aid the library by gifts, as will be seen by the table in the appendix, but since the certainty of a great library building has been assured, with the proper facilities for arranging and preserving the collections that may be given, there is evident an increased willingness to present special collections of books and entire private libraries, to be deposited in the library, the donors appreciating that in this way

an enduring memorial of the giver as well as a permanent benefit to the people of Washington will be the result.

SPECIAL COLLECTIONS.

There have been applications from the Chemical Society, the Biological Society, the Audubon Society, and the Harvard Club to allow their collections to be deposited in the library as special collections, to be kept intact for reference, and these offers have been accepted.

It will be very desirable to secure as speedy as possible all publications relating to the District of Columbia and the city of Washington. Much of this material, which each year becomes more valuable, may be found in the homes of those who would gladly give these smaller or larger collections to be brought together in one place to aid the research of future students in the history of the District. Much of this material may be lost unless it is soon collected and preserved.

THE LIBRARY AND THE SCHOOLS.

Besides the general statement already made of the use of the library in connection with the schools, it should be mentioned that applications have been made by teachers in the private schools and the president of one of the universities for selections of books to carry out courses of reading in addition to the regular text-books, and to make researches in certain lines of study that can not well be done without fairly complete collections of books on a subject. This applies to many students who have not the facilities for such work and to whom the privileges of a library supplying such a want would be especially valuable. The additional convenience of using the books at their own homes adds greatly to the facilities for work by the saving of time on the part of the student in the higher courses, while in the various grades of the schools the convenience of having a whole class read the same book under the direction of the teacher aids greatly in the teacher's work and helps to form habits of careful reading of the best books, which of itself is a large and valuable part of education. As this library is by its very legal creation established as a supplement to the work of the public schools, and by implication to all schools of the District of Columbia, it seems proper that as soon as possible arrangements should be made for a practical application of the principle by sending small special collections of books to teachers to be used by scholars under their direction, and in such plans of supplemental study as will best increase the educational work in their classes. This can only be done by generous library provisions for the 45,560 children now in the public schools, besides the 26,729 children of school age not yet enrolled. As soon as possible such provisions should be made to accommodate these 50,000 students already enrolled in the various educational institutions of the District of Columbia.

OPEN SHELVES.

Since the opening of the library the book shelves have been absolutely free to all borrowers, and so far as known the results have been satisfactory. One necessity for this course, if there had been no other reason, was on account of the lack of sufficient assistants to answer all the calls made at the delivery desk, except by allowing readers to make their own selections from the shelves. Of course there has been some confusion, overcrowding in the alcoves, many books misplaced, but on the whole it is believed that the plan has worked satisfactorily. There

is something very pleasing to readers in the expressed liberality of the term "open shelf." It is an invitation that is appreciated, and to the generous soul it seems to savor of genuine hospitality, and is an invitation to the fields of literature to which all are welcome. Besides this, to very many who have not had such privileges it opens up entirely new ideas, new enjoyments, broader views of life, and places these unprivileged classes as far as possible on a par with those who have lived among books and enjoyed the culture derived from such associations. The very handling of the books is an education, and to the young reader especially a great delight. Had not the crowded condition of the rooms containing the book stacks, and the want of space between the stacks, seriously interfered with the work of making selections of books, there would doubtless have been better results than have been attained.

Respectfully submitted.

WESTON FLINT, *Librarian*.

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

D.—*List of scientific periodicals purchased by the Henry Pastor memorial fund.*

[M., monthly; W., weekly; Q., quarterly; F., fortnightly.]

M. American Electrician.	M. Engineering Magazine.
W. American Architect and Building News.	W. Engineering Record.
W. American Gardening.	M. Ice and Refrigeration.
M. American Journal of Science.	M. Inland Printer.
W. American Machinist.	W. Iron Age.
M. American Naturalist.	M. Marine Engineering.
M. Anthony's Photographic Bulletin.	M. Meehan's Monthly.
M. Art Amateur.	M. Mines and Minerals.
M. Art Interchange.	M. Photographic Times.
Q. Auk.	M. Popular Science Monthly.
W. Builder.	W. Scientific American.
M. Carpentry and Building.	W. Scientific American, Supplement.
M. Cassier's Magazine.	M. Scientific American, Builders' Edition.
W. Country Gentleman.	M. Sibley Journal of Mechanical Engineering.
W. Electrical Engineer and Electrical World.	M. Street Railway Journal.
W. Engineering.	

E.—*List of periodicals purchased from book fund.*

M. Atlantic Monthly.	M. Little Folks.
M. Birds.	W. Living Age.
M. Blackwood's Magazine.	M. McClure's Magazine.
M. Bookman.	M. Munsey.
M. Century Magazine.	W. Nation.
M. Contemporary Review.	M. Nineteenth Century.
M. Cosmopolitan.	M. North American Review.
M. Dial.	M. Outing.
M. Fortnightly Review.	W. Outlook.
M. Forum.	M. Plant World.
Q. Edinburgh Review.	M. Public Libraries.
M. Education.	W. Public Opinion.
W. Great Round World.	W. Publishers' Weekly.
W. Harper's Bazar.	M. Review of Reviews.
M. Harper's Monthly.	W. Science.
W. Harper's Weekly.	M. Scribner's Magazine.
W. Independent.	M. St. Nicholas.
M. Ladies' Home Journal.	M. Westminster Review.
M. Library Journal.	M. Woman's Home Companion.
M. Literary News.	W. Youth's Companion.
M. Literature.	

F.—List of periodicals donated by publishers and others.

Title.	Vols.	Nos.	Donor.
M. Amateur Sportsman	20	4, 5, 6	Frank W. Holt.
Q. American Anthropologist.....	1	3	Mrs. Weston Flint.
M. Brewer's Journal	23	4, 5, 6, 7, 8	Publishers.
M. Book Review	7	1, 2, 3, 4, 5, 6	Do.
M. Bookman	8	5, 6	Merrill A. Martin.
W. Boston Ideas.....			Publishers.
W. Capital—Los Angeles.....	9, 10	4-26, 1-3	Do.
W. Capital—Washington, D. C.....	15, 16	6-9, 1, 5, 8	Do.
Q. Conservative Review	1	1, 2	Neale Publishing Co.
M. Contemporary Review, New York edition.	75	397-402	Dr. E. B. Loring.
M. Fortnightly Review, New York edition.	65	385-389	Do.
M. Forum	26, 27	5, 6, 1, 2	Magazine Club, Mrs. H. W. Turner.
W. L. A. W. Bulletin	29	1-26	Publishers.
M. Literary News.....	20	1-9	Mary A. Barkley.
F. Literary World.....	30	1-17	Publishers.
M. National Geographic Magazine	10	1-8	National Geographical Society.
M. New England Anti-Vivisection Society			New England Anti-Vivisection Society.
New York Public Library Bulletin	3	8	New York Public Library.
M. Nineteenth Century, New York edition .	45	263-268	James Lowndes.
M. Plant World	2	4-11	
M. Popular Science Monthly	54, 55	3-5	Magazine Club.
Pratt Institute Free Library	1	1	Pratt Institute Free Library.
M. Review of Reviews.....	19	1-3	Magazine Club.
W. Shooting and Fishing.....	25, 26	15-26, 1-13	F. W. Holt.
Q. Sociology	4	1-5	Magazine Club.
M. Sunshine.....	10	2-6, 2	Publishers.
M. Westminster Review	151	1-4	Magazine Club.

G.—Gifts of books to the library.

Donors.....	162
Volumes	5, 262
Pamphlets	3, 511
Periodicals, numbers.....	2, 419

Donor.	Books.	Pamphlets.	Periodicals.
J. G. Ames		46	
Anthony Pollok legatees.....	1, 341	100	300
E. W. Ashford.....	20		
Audubon Society, District of Columbia.....	3		
Joseph Auerbach.....		16	
Agricultural Department.....		13	
American Irish Historical Society	1		
W. B. Beale.....	50		
William Birney	169	29	
Solymon G. Brown	3		
Mrs. S. B. Barnes	4		
Mrs. E. C. Bates	1		
Charles Bart	1		
O. E. Brantmeier.....			324
Mrs. W. T. Birch	3		
Mrs. Julia Langdon Barber	1		
Mrs. A. L. Barber.....	6		
Miss E. Boyer	1		
J. V. Birch.....	1		
George E. Boreman.....	2	1	
H. B. Brown.....	2	6	
Montgomery Blair	18	1	
J. H. Branson.....	2		
Boston Public Library		1	
Max Cohen.....	6		
W. C. Clephane.....		3	
Charles Case	3		
Mrs. A. J. Chapman	2		
Mrs. Lewis Clephane	1		
Commissioners District of Columbia.....	39		
Christian Science Publishing Co			12
Walter G. Chase.....		1	
Mrs. Cole.....	9		
Cleveland (Ohio) Public Library.....	1		
V. K. Chestnut	1		

G.—Gifts of books to the library—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Mrs. Edwin Cogle.....	5		
Miss Elizabeth Davis	1		
Mrs. J. W. Dean.....	1		
Miss Mary Dexter.....	2		
Le Roy Davis	1		
H. C. Deland	2		
R. W. Dutton.....			20
John H. Dorpp	8		
Evening Star Newspaper Co	2, 204	3, 000	1, 000
S. Caulkins Ellis	2		
Mrs. S. Caulkins Ellis	1	1	
W. A. Ellis	1		
Frederick Emory		10	
Enoch Pratt Free Library, Baltimore	1		
Rene E. Fraile.....	1		
Manuel Fraile.....	2		
Miss H. Fracker		1	
R. F. Falconer.....			12
Weston Flint	50		
Mrs. Weston Flint			4
Miss Lillian Graves	1		
William Galt.....	206		
Mrs. J. A. Gilbert.....	1		
Zenos J. Gray	1		
Miss Sarah E. Gannett	25		
Frank P. Gross.....	116		
Health office, District of Columbia	1		
Miss Letitia A. Humphries	28		
Hugh W. Hesselbach.....		2	65
Miss H. L. Hall.....	2		
Mrs. Agnes W. Hodges	16		
Mrs. E. Hobson.....	20		
John Hitz.....	2		
Miss O. E. Hubler	25	7	15
Archibald Hopkins		100	
Mrs. Archibald Hopkins	7	11	
F. W. Holt			30
Mrs. Josepha H. Houghton.....	4		
Clifford Howard.....	1		
J. A. Haldeman	2		
Cicero W. Harris.....	2		
G. W. Heitmuler	1		
A. J. Halford	1		
John W. Hoyt.....	77	65	
Interior Department	1		
Mrs. M. Jackson	17		
Mrs. J. Tabor Johnson	4		
Gardiner M. Jones		1	
C. F. Jenkins	1		
Miss Annette Joseph.....	1	1	
M. W. Johnson	1		
M. Jacobi.....	14		
Miss M. S. Kerfoot	2		
Mrs. J. Kiorchner	2		
F. E. Leupp	9		
Miss Ella F. Lawrence			61
Mrs. H. B. Loring			17
Mrs. M. S. Lockwood	1		
J. H. Langille.....	1		
Ladies Reading Club.....	11		
Miss E. T. Lacorneau.....	10		
F. A. Lucas.....			100
Library of Congress.....		1	
James Lowndes			12
Rudolph E. Mendau	2		
Miss Mary E. Mann	7		
Mrs. George Marsh.....	5	2	
W. A. McKillop	3		
A. M. Martin			12
Mrs. Lucy W. Maynard	1		
Mrs. M. N. Macrae.....	3	1	
J. B. McCarthy	1		
B. P. Mann		12	
L. F. Michener	2	16	6
Mrs. F. A. Mowbray	6		
E. R. McComas	2		
Henry G. Milans			90
Miss Caroline Mytinger.....	3		
Mrs. N. M. McCullough	1		
Magazine Club, District of Columbia			28
Navy Department.....		1	

G.—*Gifts of books to the library—Continued.*

Donor.	Books.	Pam- phlets.	Period- icals.
New York Public Library.....	9
Arthur O'Neill.....	6
S. C. Phillips.....	112
John W. Powell.....	8
A. M. Parker.....	32
Philadelphia Free Library.....	1
Philadelphia Free Library.....	1
Carnegie Library, Pittsburg.....	2	10
M. J. Rollins.....	20
H. M. Rochester.....	20
W. B. Rochester.....	4	16
Miss A. D. Rochester.....	2
D. F. Ridgway.....	1
F. E. Ridgway.....	3
F. M. Reed.....	32
M. J. Rathbun.....	20
Scott's Charitable Society Brotherhood.....	1
A. B. Stevens.....	2
E. F. Schmid.....	2
Miss Miranda Steele.....	1
C. C. Soule.....	1
Mrs. S. M. K. Stuart.....	2
Smithsonian Institution.....	1
Miss M. J. Sterrett.....	2
W. H. Seaman.....	1
Franklin W. Smith.....	1
John D. Sabin.....	49
G. E. Stechart.....	1
Ward Thoron.....	85	5	6
F. H. Thomas.....	52
Miss M. C. Tompkins.....	3
Gilbert Thompson.....	1
Mrs. James Tichenor.....	2
James Tichenor.....	3
United States Bureau of Labor.....	1
United States Bureau of Education.....	1
F. E. Woodward.....	7
Woodward & Lothrop.....	20	30
C. L. D. Washburn.....	2
Thomas Wilson.....	1
Miss Elizabeth Walbridge.....	14
S. W. Woodward.....	58
Mrs. Annie Woodward.....	77	214
J. H. Weber.....	50	26	31
Mrs. A. M. Yerkes.....	3
Miss Josie Young.....	2

H.—*List of money donations to the library.*

Job Barnard.....	\$10	W. A. McKillop.....	\$1
W. A. Church.....	15	A. M. McLachlen.....	5
Max Cohen.....	5	John R. McLean.....	250
S. W. Curriden.....	10	Crosby S. Noyes.....	1, 000
James T. Dubois, Henry Pastor me- morial fund (interest on \$2,000).....	100	R. Ross Perry.....	100
D. B. Earnshaw & Bros.....	10	Cunot H. Rudolph.....	25
Charles C. Glover.....	250	Charles F. Scott.....	2
Great Falls Ice Company.....	25	Thomas W. Smith.....	50
F. J. Heiberger.....	20	G. W. F. Swartzell.....	20
B. T. Janney.....	5	Oscar W. White.....	5
Charles King.....	5	C. C. Willard.....	100
C. A. Langley.....	5	Woodward & Lothrop.....	1, 000
		A. S. Worthington.....	25

I.—*Other donations.*

Gilbert Thompson, 1 bronze badge citizen's committee, District of Columbia, Twenty-sixth Annual Encampment, Grand Army of the Republic, 1892; 1 bronze badge inauguration committee, District of Columbia, March 4, 1897.

REPORT OF THE TREASURER.

WASHINGTON, D. C., *September 30, 1899.*

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the public library during the fiscal year ending June 30, 1899:

Current expenses:

Appropriated salaries	\$3, 220. 00
Expended	3, 219. 53

Balance 47
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Contingent fund:

Appropriated	3, 500. 00
Expended as per statement herewith	3, 500. 00

Book fund:

Received gifts as per statement herewith	3, 056. 75
Expended as per statement herewith	2, 153. 60

Balance	903. 15
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Henry Pastor memorial fund:

Received interest on \$2,000	100. 00
Expended for scientific periodicals as per statement herewith	102. 54

Overexpended	2. 54
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Moneys collected at the delivery desk:

For fines	325. 25
For finding lists	9. 15
For duplicate collection	27. 00
For books lost and injured	4. 30
For reserves	3. 34
For reissued cards 80

Total	369. 84
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The amounts appropriated for salaries and for contingent expenses are audited and paid by the District government; the others, special funds, gifts of money, and other small items, are the only moneys disbursed by the treasurer of the board of trustees.

Respectfully submitted.

WESTON FLINT, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

Contingent fund.

To amount appropriated for 1899	\$3, 500. 00
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Expended as follows:

Rent	966. 67
Gas	1. 20
Electric lighting	19. 60
Coal	41. 29
Shelving	302. 89
Furniture	601. 15
Lumber	61. 16
Library blanks	286. 60
Printing	117. 73
Stationery	539. 46
Books	67. 32
Seals, stamps, etc.	53. 88
Ice	2. 40
Electric lamp and fan	19. 50
Bookplate	75. 00
Care of building	161. 00

32

PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA.

Expended as follows—Continued.

Pasting labels	\$10.00
Hardware	20.45
Insurance (six months).....	29.40
Moving library	28.00
Signs.....	9.50
Dry goods	12.07
Paints and varnish.....	6.44
Miscellaneous.....	67.29
Total	3,500.00

BOOK FUND, INCLUDING HENRY PASTOR MEMORIAL FUND.

Weston Flint, treasurer, in account with the public library.

DR.			CR.		
1898.			1898.		
Nov. 4	To T. W. Noyes, funds to date	\$2,613.75	Nov. 10	By James O'Neill, books	\$49.50
12	To G. W. F. Swartzell, donation	20.00	11	By W. H. Lowdermilk & Co., books	23.40
13	To Great Falls Ice Co., donation	25.00	11	By J. H. Wills, books.....	27.50
13	To B. B. Earnshaw & Co., donation.....	10.00	Dec. 13	By Woodward & Lothrop, periodicals, Henry Pastor fund	80.00
15	To Oscar L. White, donation	5.00	20	By Woodward & Lothrop, books	866.66
15	To B. T. Janney, donation	5.00	30do.....	333.45
17	To Charles King, donation	5.00	1899.		
17	To Job Barnard, donation.....	10.00	Jan. 9	By Boyd's Directory Co., books	10.00
18	To Max Cohen, donation.....	5.00	13	By stamped check book.....	1.00
18	To Chas. F. Scott, donation	2.00	20	By subscription Library Journal	5.00
18	To Thos. W. Smith, donation.....	50.00	Feb. 2	By Woodward & Lothrop, books and magazines.....	289.40
18	To A. M. McLachlen, donation	5.00	2	By Woodward & Lothrop, periodicals, Henry Pastor memorial fund	7.60
21	To C. C. Willard, donation	100.00	2	By Boston Book Co., Boston, Mass., books	24.50
22	To C. H. Rudolph, donation	25.00	Mar. 1	By Woodward & Lothrop, books	56.53
25	To S. W. Curriden, donation	10.00	1	By Woodward & Lothrop, error in bill	20.00
Dec. 1	To C. A. Langley, donation	5.00	Apr. 3	By National Metropolitan Bank, for B. F. Stevens, Henry Pastor memorial fund	14.94
7	To W. A. H. Church, donation	15.00	3	By Woodward & Lothrop, books	103.80
19	To F. J. Heiberger, donation.....	20.00	4do.....	101.90
29	To A. S. Worthington, donation	25.00	4	By C. G. Sloan & Co., books	27.75
1899.			4	By W. B. Williams & Co., books	30.00
Jan. 9	To R. Ross Perry, donation	100.00	June 3	By Woodward & Lothrop, books	62.47
16	To W. A. McKillop, donation	1.00	30do.....	18.20
					2,153.60
				Balance in hands of treasurer.	903.15
	Total.....	3,056.75		Total.....	3,056.75

Weston Flint, treasurer, in account with the Henry Pastor memorial fund.

DR.			CR.		
1898.			1898.		
Nov. 4	To Theo. W. Noyes for J. T. Dubois, interest, 1898.....	\$100.00	Dec. 13	By Woodward & Lothrop, periodicals	\$80.00
	Overexpended.....	2.54	1899.		
			Feb. 2	By Woodward & Lothrop, periodicals	7.60
			2	By B. F. Stevens, London, per National Metropolitan Bank, periodicals.....	14.94
	Total.....	102.54		Total.....	102.54

523.9
70321

GENERAL 1137
UNIV. OF MICH.
DEC 19 1900

ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
PUBLIC LIBRARY
OF THE
DISTRICT OF COLUMBIA

JUNE 30, 1900.

THIRD ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
SECOND ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1900

— ••• —
WASHINGTON
1900

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OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

AINSWORTH R. SPOFFORD, term expires 1902.
JAMES T. DU BOIS, term expires 1902.
R. ROSS PERRY, term expires 1902.
THEODORE W. NOYES, term expires 1904.
CHARLES J. BELL, term expires 1904.
RUFUS H. THAYER, term expires 1904.
SAMUEL W. WOODWARD, term expires 1906.
BRAINARD H. WARNER, term expires 1906.
JOHN B. LARNER, term expires 1906.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
WESTON FLINT, *Librarian, Secretary, and Treasurer*.

STANDING COMMITTEES.

BOOKS.

AINSWORTH R. SPOFFORD, *Chairman*. RUFUS H. THAYER.
SAMUEL W. WOODWARD.

EMPLOYEES.

JAMES T. DU BOIS, *Chairman*. SAMUEL W. WOODWARD.
BRAINARD H. WARNER.

RULES.

R. ROSS PERRY, *Chairman*. AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

BUILDING.

BRAINARD H. WARNER, *Chairman*. JAMES T. DU BOIS.
RUFUS H. THAYER.

FINANCE.

JOHN B. LARNER, *Chairman*. CHARLES J. BELL.
R. ROSS PERRY.

BOOKBINDING, ETC.

RUFUS H. THAYER, *Chairman*. AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.

CHARLES J. BELL, *Chairman*. BRAINARD H. WARNER.
RUFUS H. THAYER.

DONATIONS.

SAMUEL W. WOODWARD, *Chairman*. BRAINARD H. WARNER.
CHARLES J. BELL.

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REPORT OF BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1900.*

GENTLEMEN: During the past year the work of modifying the accepted design of the new public library building so that the structure might be built for the money available for that purpose without substantial alteration of its lines, and without sacrifice of either working usefulness or artistic attractiveness, has occupied much time and required much anxious consideration on the part of the architects, superintendent of construction, and the library commission.

The original design submitted by the architects, Ackerman & Ross, in competition in July, 1899, and adopted by the commission, proposed a building consisting of a rectangular central pavilion with equal wings east and west, respectively, all having a basement and two stories. To save cost and to concentrate the interior arrangement of spaces the dimensions of the original plan were at the very beginning reduced somewhat by the library commission, both in the length of the central pavilion and in the width of the wings, and other modifications tending to economy of construction were suggested to the architects.

The working drawings prepared by the architects after this first revision of the plans were on a scale of detail, materials and workmanship, so elaborate and expensive as to far exceed in cost the funds available. This design contemplated a rich treatment in raised surfaces, molding, and ornamental work on the exterior stone walls; copper and very heavy green slate on the roofs; bronze window sashes, entrance doors, pilaster caps and other ornaments; rich, iron balustrades and grilles, mosaic floors, very richly ornamented stucco cornices, panels, ceilings, and vaultings; colored marble finish for the interior of the general-delivery room, limestone walls for the bicycle room in the basement, fine oak wainscoting and paneling throughout the first and second stories, ornamental ceiling lights, etc.

The design also required the best white marble exterior above the basement and Milford pink granite in the basement walls and all outside curbing, main entrance exedra, platforms and steps, and the curved walls of the rear driveways.

Proposals for the construction of the building secured in May, 1900, upon the modified drawings considerably exceeded the amount available and were necessarily rejected, while the plans and specifications were subjected to further revision.

Finally the desired end has been attained. The foundation work is completed, having been provided for under separate contract. On August 1, 1900, proposals for the general construction were invited by public advertisement upon the finally amended drawings and specifications, and a contract was made with Richardson & Burgess, of this city, for the erection of the building complete and equipped with all apparatus, excepting book stack, elevator, lighting fixtures, and fur-

niture, for the sum of \$277,000, which, with the cost of the omitted items, foundation work, commissions to architects and superintendent of construction, and miscellaneous expenses, will exhaust the \$350,000 donated for public library purposes by Mr. Andrew Carnegie.

THE NEW LIBRARY BUILDING.

The building to be provided under the contract and now in course of construction is to consist of a rectangular central pavilion 111 feet 5 inches long (north and south) and 90 feet 10 inches broad, with equal wings east and west, respectively, each 63 feet 6 inches long (north and south) and 54 feet 10 inches broad. The structure will thus have a maximum width on the basement line of 219 feet 10 inches at its front (east and west) and a maximum depth of 111 feet 5 inches in its central pavilion on the north and south line.

The building is to stand in the center of Mount Vernon square, east and west, but is to approach at its rear close to the north line of the square, thus placing considerable park space south of the structure and enhancing its architectural effect as its long south front and main entrance are approached.

The accompanying cut shows the situation of the library in the square and the percentage of ground surface occupied by the building.

The area of Mount Vernon square is 130,219 square feet (509 feet 2 inches by 255 feet 9 inches). The area to be occupied by the library is 17,307 square feet. Thus nearly seven-eighths of Mount Vernon square are untouched by the new building and the park space available for public use includes the ground upon which the best trees are growing. The park surrounding the library building will furnish it a setting of green and will increase both its comfort and its attractiveness. On the other hand, the location of the library upon a small fraction of the square will insure greater care and attention and expenditure of money in developing the remainder of the park for the purposes of public use and recreation. It will not be permitted to remain neglected and unkempt.

Cuts accompanying this report show the convenient arrangement of the rooms of the library and suggest the exceeding attractiveness of its exterior appearance.

The basement is but partly below the ground level and is admirably lighted, well ventilated, and in every way serviceable for any library use. In the central pavilion the basement is occupied by the entrance hall and bicycle room, the lavatories, packing room, receiving rooms, lunch room, bindery, and the boiler room extending down to the sub-basement. The east wing is devoted to storerooms and rooms for the janitor and house cleaners and scrubwomen. In the west wing the basement is one entire room not yet assigned. This may ultimately become the children's reading room when the demand for juvenile accommodations outgrows the space provided on the first floor for this purpose or when the children's room on the first floor is needed to enlarge the open-shelf accommodations.

In the first or principal story the central pavilion contains the entrance and general delivery hall, in which also are the staircases to the second floor. Here also are the so-called reception room, which is really an annex of the open-shelf room, public catalogue room, and the librarian's office. Behind the long delivery counter for the service of books to readers is a wide passage to the book stack that occupies the whole north end of this pavilion, extending up through both the



1. 2. 3.

first and second stories. On one side of this passage is located the accessions room and on the other the catalogue room.

The east wing is used as the general public reading room, and the west wing is divided equally by partition between the children's reading room and the main open-shelf room. The latter and the two reading rooms will be provided with wall shelving all around within easy reach of readers. There is considerable flexibility in the area available for the open-shelf and children's rooms, which are among the notable features of the new building. Ample provision is made for future expansion in these two directions.

In the second story the central pavilion contains a memorial or exhibition hall, several private study rooms, and the trustees' room. The east wing in this story contains the public reading room for periodicals and newspapers, and the west wing may also be used as a reading room, but is designed as a lecture or class room.

There are altogether 36 rooms and halls, of which 17 are in the basement, 10 in the first story, and 8 in the second story, beside the main book room, or book stack, occupying the north end of the central pavilion and, as stated, extending from the first-story floor to the roof.

The areas, in square feet, of the various rooms, exclusive of passages, stairways, etc., as calculated by Mr. Bernard R. Green, superintendent of construction, are as follows:

	Sq. feet.
Basement:	
Hall in west wing	2,850
Hall in central pavilion, for passageway and bicycles	1,380
Two packing rooms in rear, of nearly equal size	1,454
Bindery and storeroom	501
Janitor's room	343
Scrubwomen's room	331
Two storerooms in east wing	1,425
Lunch room	453
Kitchen and storerooms	346
Two lavatories, each	348
Boiler and fan rooms	1,636
First story:	
General delivery room	2,310
Public reading room	2,938
Children's reading room	1,454
Open-shelf rooms (one large, one small)	1,791
Librarian's office	270
Cloakroom (about)	100
Reference rooms (two), about	500
Cataloguing room	760
Accessions room	675
Main stack room	2,000
Second story:	
Periodical and newspaper reading room	2,938
Lecture hall	2,938
Exhibition hall	1,440
Four private study rooms (nearly equal)	1,306
Trustees' room	418

MODIFICATIONS OF THE ORIGINAL PLANS.

In making the revisions of the plans which have been noted no change has been permitted in the arrangement and proportionate areas of spaces in the building or in its general architectural design. The exterior stonework is somewhat plainer than originally proposed, but of a good quality of white marble, and the Milford pink granite for the basement is retained. The roof will be covered with black slate with the sheet-metal work thereon of galvanized iron, and the gutters, flashings, and flat portions are to be copper.

All bronze work and all mosaic floors, except borders in the general delivery room and exhibition hall, have been omitted. White marble is retained for the stairways, but all other interior marble finish is omitted. The original elaborate stucco enrichments of ceilings, vaults, and cornices are generally omitted, but fine moldings and good forms are retained. The door and wainscot trims of the general delivery room will be in cement instead of marble. All oak wainscoting in the second story, except the trustees' room, is omitted. Metal sashes and bronze doors are altered to oak. All oak and parquet flooring is changed to plain, hard, Southern pine. No change has been made in the original design of the heating and ventilating apparatus and electric lighting. Polished plate glass is retained for all windows. It is expected that the funds will permit a pleasing color treatment for the interior walls.

The building will be entirely fireproof throughout, solidly and strongly constructed, and in every way a truly monumental and permanent structure, appropriate for its purposes as a public library building in a public square. The building will be well furnished and ready for use, except as to books and materials for the library proper. The book stack will be made entirely of steel and iron and with glass or marble decks. It will be five stories of 7 feet each in height, and have a capacity of about 264,500 volumes.

Although the several revisions of plans have caused some six months' time to be lost in the commencement of construction on the ground, the excavation, foundations, basement walls, outside drainage, and the main grading of the ground about the building have already been accomplished, and it is expected that the building will be completed within the time originally fixed by law, namely, March 3, 1902.

The report of the librarian of the Public Library, which is transmitted herewith, makes a gratifying showing of the growth and increasing usefulness of the library in its present crowded rented quarters on New York avenue. It shows an increase during the year in the number of library books of 2,265, an enlarged circulation of books per day among readers, and an increase of 3,747 in the number of registered borrowers. Special attention is called to the demonstration made by the librarian of the absolute need of a considerably increased library force and a notable enlargement of the supply of books.

The law provides that the new Public Library building shall be finished by March 4, 1902, and the contract which has been made for its construction provides that it shall be completed by the 1st of March of that year.

WANTED: BOOKS FOR THE PUBLIC LIBRARY.

The appropriations for the year 1901-1902, to be made by the approaching session of Congress, will probably cover the date of occupying the new building, and perhaps four or five months of such occupancy. Within the same fiscal year will certainly be included the preliminary period of securing the books with which to fill the shelves of the new building. The library is enjoying a healthy growth in its present cramped quarters, but everything in the new building will be on so much larger a scale that special attention must be given to the labor of securing a very great increase in the number of books. The present library contains less than 19,000 volumes. While they overflow the shelves of the building now in use, they will be lost in the structure on Mount Vernon square. The wall shelves and book stack on the first floor alone of the new library will accom-

moderate 71,670 volumes, as follows: First tier book stack, 52,900; public reading room, 7,770; children's room, 5,500; open shelf room, 5,500. The permanent wall shelving and book stack will accommodate 283,270 volumes, leaving portable cases or book presses out of the calculation. The special labor of all friends of the library will be to so increase the number of volumes on its list that the shelves of the new building, at least so far as the first floor is concerned, may be filled when the library enters upon its new quarters.

The acceptance of Mr. Carnegie's gift of a library building carries with it the pledge of a suitable maintenance of the library by Congress, upon which the donation was conditioned. Congress, acting as the District's legislature, will undoubtedly fulfill the pledge of suitable maintenance, and in meeting this obligation a liberal appropriation in the District bill for the purchase of books is the first and most important item.

The estimates submitted by the trustees urge an appropriation of \$20,000 for this purpose, and this amount, while large compared with the current appropriation for books, is very small when the book accommodations of the new building are considered and when comparisons are made with the appropriations for books in the first years of other public libraries. Up to this time the District taxpayers, national and local, have contributed for books from the District's tax money only \$1,000, for the reason that the library as it at present exists has neither the room space to shelve nor the library force to catalogue any considerable increase in the number of volumes. But these reasons for a small appropriation disappear with entrance into the new building, and our Congressional legislators will undoubtedly make the book appropriation for 1901-2 adequate in amount.

The accumulation of books for the new building during the year 1901-2 should be accompanied by their cataloguing and systematic arrangement, and to this end a considerable increase in the library force of cataloguers and assistants will be essential. This enlarged force will be necessary even if removal to the new building shall not occur until after June 30, 1902. But since the building is to be completed March 1, 1902, it is probable that the new building may be utilized several months at least before the close of the fiscal year 1901-2, and the need will immediately arise of the provision of the much larger force required to handle the new library of books and to care for the spacious building. The estimated pay roll of 1901-2 contemplates the use of 18 employees at a total cost of \$12,560.

In stocking new library buildings with collections of books and in providing ample cataloguing and circulating library forces American municipalities have not been illiberal.

The libraries of Salem, Mass., and Newark, N. J., began with approximately the same number of books as the Washington Public Library, and their growth for the first two years was approximately the same as that of the local collection.

Salem (Mass.) Public Library:

Disbursements, 1889 (first year), for books	\$12,252.00
Disbursements, 1890, for books	6,746.00
	<hr/>
	18,998.00

Total books, 1890, 19,691.

Newark (N. J.) Public Library:

Disbursements, 1889 (first year), books	14,572.35
Disbursements, 1890, books	14,986.59
	<hr/>

Total books, 1890, 22,848.

29,558.94

In the first two years of its life Salem's library secured 19,691 books, with appropriations amounting to \$18,998; Newark's library secured 22,848 volumes, with appropriations aggregating \$29,558.94; Washington's library secured 19,000 volumes at a cost of no appropriation whatsoever, all coming from private donations and subscriptions. Washington now asks \$20,000 appropriation for books, that amount being less than Newark's appropriation for the period already passed by Washington's library without any appropriation from the municipal funds.

NEED OF AN ENLARGED LIBRARY FORCE.

The itemized disbursements of the Newark library for 1889, 1890, and 1895 were as follows:

NEWARK PUBLIC LIBRARY.

Disbursements, 1889.

[Force, 1 librarian, 5 permanent assistants, 4 expert cataloguers; books, 13,000.]

Binding	\$54. 35
Books	14, 572. 35
Furniture and repairs	6, 872. 88
Incidentals	1, 033. 88
Light and fuel	139. 50
Pay roll	7, 592. 60
Periodicals	1, 451. 71
Rent	2, 625. 00
Printing and stationery	1, 237. 50
	<hr/>
	35, 570. 78

Disbursements, 1890.

[Force, 31; books, 22,848.]

Binding	\$287. 53
Books	14, 986. 59
Furniture and repairs	5, 058. 50
Light and fuel	3, 475. 98
Pay roll	14, 230. 50
Periodicals	2, 414. 31
Rent	3, 500. 00
Printing and stationery	2, 609. 69
Incidentals	449. 84
	<hr/>
	47, 012. 94

Disbursements, 1895.

[Force, 25; books, nearly 50,000.]

Binding	\$2, 216. 91
Books	9, 077. 86
Delivery stations	1, 324. 38
Furniture and repairs	1, 044. 83
Incidentals	1, 963. 21
Light and fuel	4, 038. 69
Pay roll	14, 883. 90
Periodicals	1, 669. 37
Printing and stationery	932. 63
Rent	3, 500. 00
	<hr/>
	40, 651. 78

The appropriation for the library force of Newark in 1890, when the books numbered 22,848, was \$14,230.50. Even at the past rate of increase Washington's library will, by the time the new building is occupied, largely exceed in number of volumes the Newark collection

of 1890. But as a result of special efforts for book appropriations and donations that will be made the Washington collection should be three times as great. The proposed Washington pay roll amounts, however, only to \$12,560.

The average appropriations for library maintenance after the first heavy purchases of books have been made are suggested by the following list of the public libraries of the United States containing between 50,000 and 100,000 volumes in 1893, with a statement of their annual income. It is taken from Fletcher's Public Libraries in America:

Location.	Number of volumes.	Annual income.
San Francisco, Cal.....	71,500	\$40,000
Springfield, Mass.....	85,108	25,000
Worcester, Mass.....	92,500	28,800
Minneapolis, Minn.....	65,000	55,000
St. Louis, Mo.....	86,000	54,000
New York, N. Y.....	69,000	34,000
Cleveland, Ohio.....	72,078	28,725
Providence, R. I.....	62,776	22,298
Milwaukee, Wis.....	70,027	30,982

The detailed estimates of the Washington Public Library for 1901-2 are as follows:

Librarian (increase of \$400)	\$2,000
Assistant librarian (new)	1,200
Assistant	900
Assistant	720
2 assistants, at \$600 each (1 new)	1,200
1 cataloguer (new)	900
1 cataloguer (increase \$120)	720
1 stenographer and typewriter (new)	600
1 assistant, children's room (new)	720
1 assistant, reference room (new)	720
1 janitor	480
2 attendants, at \$480 each (new)	960
2 attendants, at \$360 each (1 new)	720
2 messengers, at \$360 each (new)	720
For purchase of books (increase, \$19,000)	20,000
For binding (increase, \$2,500)	4,000
For contingent expenses	3,500
Total	40,060

THE CAMPAIGN FOR LIBRARY BOOKS.

The public spirit and beneficent liberality of the citizens of Washington, which have furnished the 19,000 volumes constituting the present public library, will not fail because the public revenues contribute in proper proportion to the greater work of filling the shelves of the new building. It is indicated that when the alcoves in the new library are ready to receive their treasure special and valuable collections of books belonging to Washingtonians will be donated and made accessible to the public. They will be safe in a fireproof building, vigilantly cared for, held together so that they retain identity as the collections of their donors, and they are made to contribute in the highest degree to the welfare of the community. Through the energetic labors of the donations committee of the library trustees, large accessions to the number of books and to the subscription fund for the purchase of books are confidently anticipated.

There is a possibility that legislation may be secured from Congress which will turn over to the Library the miscellaneous books not neces-

sary for reference and official use in the departmental libraries. These number between 20,000 and 30,000. Their withdrawal from the 300,000 volumes of the departmental libraries would not injure the latter as technical reference collections for official use, but would cause the Washington Public Library to become a general departmental library for the enjoyment and free circulating use of all the employees in all the departments. These books, accessible in the main only to the clerks in three of the departments, and accessible to them only so far as the fraction contained in their own library is concerned would, if collected in the Washington Public Library, be open to all the clerks, and a great body of Government employees would enjoy privileges of which they are now entirely deprived. The establishment of such a general departmental library, open also to the public, would save the Government the expensive duplication of books in numerous small collections and would also economize in the room-space devoted to departmental library purposes.

There is also a possibility of securing the use for circulating purposes of some of the duplicates, copyrighted or uncopyrighted, in the Library of Congress. The creation of a circulating department of the latter library has been forcibly urged in Congress, but has met with determined opposition. A compromise between these conflicting views of the true functions of the Library of Congress should result in the popular circulating use of many of these books through their loan to the Washington Public Library.

The relations of nation and capital make the Washington Public Library as much a Government institution in principle as the Library of Congress. By continuing to develop the latter exclusively along its natural lines as a great reference library for scholars and students, and by rendering available for public use its circulating books through the medium of the Washington Public Library, as the national local lending library, the nation will waste no fraction of its library resources, and instead of permitting thousands of miscellaneous volumes, copyrighted or uncopyrighted, to decay unused on the shelves, they will all be rendered most fully available, both for reference and circulating purposes, for the benefit of the people of the Republic.

THEODORE W. NOYES,
President Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

LOCATION OF PUBLIC LIBRARY, MOUNT VERNON SQUARE.

VIEW OF MOUNT VERNON SQUARE, 1899. (FROM PHOTO BY WESTON BROWN FLINT)

REPORT OF THE LIBRARIAN.

GENTLEMEN: Herewith is submitted a report of the work of the library for the year ending June 30, 1900, with brief statements as to the present condition, and suggestions and recommendations as to the work for the coming year. This is the first report for a complete year since the organization of the library, and it will be seen from tables and statements herewith, that the estimates made in the last report have been fully realized during the present year. The arrangements for the new library building having been begun before the present fiscal year, the expectations of the public have been thereby greatly increased, and the desire for larger facilities in the matter of books and periodicals has been much more marked than usual. With a small library, limited appropriations, and insufficient force, it has been of course impossible to supply the public as fully as it would naturally expect, and this difficulty can be remedied only when the new building is completed and sufficient appropriations are given to meet the ordinary demands of so large a reading public as exists in Washington.

CIRCULATION OF BOOKS.

The library shows its necessity and value and its use to the public by the circulation of its books. On the 1st of July, 1899, the number of volumes in the library was 16,675, and on the 30th of June, 1900, it had increased to 18,940. Most of the books having come by donations and a large portion from a former library, they were necessarily much worn and many of them unserviceable for lack of binding during the early part of the year.

The issue of books for home reading has been quite uniform during the whole year. The monthly circulation varied from 8,630 in June, 1900, to 11,529 in November, 1899. The following table (A) gives the circulation by months and the number of the different classes of books taken out:

A.—Circulation. by months and classes, from July 1, 1899, to June 30, 1900.

Class.	Jr.	1899.				1900.						Total		
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June				
Philosophy and religion		169	213	161	216	191	224	164	160	188	2,018			
Biography		268	318	276	320	359	382	290	253	244	3,480			
History and travel		527	625	528	643	590	748	595	499	549	6,486			
Social science.		114	117	98	129	120	163	154	125	90	1,378			
Natural science		138	174	144	172	136	178	163	172	142	1,775			
Useful arts		46	57	42	81	71	62	58	62	68	649			
Recreation and fine arts	57	96	118	109	99	101	120	90	73	77	1,104			
Literature	431	539	648	548	648	662	845	684	559	443	6,907			
English fiction and juvenile	8,624 7	8,533	8,519	7,617	8,920	7,870	8,630	7,055	7,161	6,924	95,914			
Reading room, Aug 15 to Nov 4		1,088	197								2,900			
Total		10,132	10,112	10,743	11,529	10,978	9,546	11,091	10,100	11,308	9,251	9,064	8,630	122,624
Average daily circulation		465	374	400	461	457	391	420	430	410	470	349	332	402+

Library open 305 days, 1899-1900.

In the foregoing table no account is taken of periodicals or books used in the reference room, except for portions of four months. If this had been included for the entire year it would materially add to the amount of the circulation. The total issue of books for the year is 122,624, or an average of 10,219 volumes a month. As the number of volumes in the library at the beginning of the year was 16,675, and on June 30, 1900, 18,940, the average number of books during the year was about 17,800, hence the circulation has been on an average of seven times the whole library during the year. This amount may be considered a fair proportion when it is remembered that a large part of the library is made up of books that are not new and for which little demand is made. The average number of registered borrowers during the year was about 8,585, and the average number of books issued to each registered borrower was $14\frac{1}{4}$; that is, taking into account all that were registered, each borrower had a book 203 days out of the 305 days that the library was open during the year.

The largest circulation on any one day was November 27, 1899, 689 volumes, and the smallest, March 15, 1900, 146 volumes. The average daily circulation for the different months, as shown by the table, has varied from 332 to $469\frac{1}{4}$, the largest circulation in September, 1899, and the smallest circulation in June, 1900. The average circulation per day was a little over 402 volumes, a slight increase over last year.

The percentage of fiction and juvenile works circulated is about the same as last year, not larger in amount than in most public libraries; the other classes in their order being literature, history and travel, biography, philosophy and religion, social science, natural science, recreation, and fine arts.

The circulation of books from some portions of the library can be measured by the present condition of the book stacks, especially those devoted to fiction and juvenile works. When the library was opened every shelf in that section was filled to overflowing. Notwithstanding the large number of additions during the year, the circulation of these books was so great that portions of two sections were vacated entirely, and at one time of over 6,000 volumes in these classes, it was found by actual count there were but a little over one-tenth of the number on the shelves.

As a natural result of this lack of books to supply the daily demands of the readers, it has been found that many of the readers' cards have been unused for portions of the time, and it is probable that even with the registration already made, with a proper supply of books, the circulation would have been two or three times greater, although from 10 to 30 copies of the more popular works have been placed on the shelves.

DUPLICATE COLLECTION.

The constant demand for new books, especially of popular fiction, suggested the propriety of having a small duplicate collection from which books might be issued to readers at 10 cents per week and could be had at once without waiting a long time for the return of the copies on the regular shelves. This plan was begun in April, 1899. The duplicate list has increased steadily during the year, 317 volumes having been added and 274 paid for and transferred to the general shelves. Of some books 20 to 30 copies were purchased, and by this means many more readers were supplied with the new works, and very soon all the readers had the benefit of the increased facilities of the library, for as soon as a book had paid for itself it was taken from the collec-

tion and placed on the regular shelves. The demand for books has been so great that it is certain that a larger increase of this collection would be an advantage owing to the lack of sufficient funds to purchase books at present.

READING AND REFERENCE ROOM.

The limited space in the present building and the lack of sufficient assistants have made it necessary to place in one room the general reference books and the periodicals, and this crowded room is the only one conveniently available for readers in consulting books taken from the shelves. The attendance has been large at all times, but no account has been taken of the number of readers. The periodical list is a fairly good one, supplied by purchase from the book fund, by donations of periodicals from various sources, and by the collection of technical and scientific periodicals from the interest on the Henry Pastor memorial fund, given by James T. Du Bois, a member of the board of trustees. Lists of periodicals in the library furnished by gift, by purchase, and by the memorial fund will be found in tables D, E, and F in the appendix. The collection of reference books has been largely increased and quite a number of sets of bound periodicals added during the year. It will be impossible to furnish the reading public with the necessary conveniences for reading and study without largely increased funds for the books and periodicals needed for this purpose. The demand of teachers and students in the schools alone will require much more in the future.

Better provisions should be made for the proper use of the valuable periodicals of the Henry Pastor Memorial fund, especially for having more space allotted to them in the reading room, or a separate room. There is also required an attendant to take proper charge of the collection to make it as useful as it ought to be to the many desiring to study without cost these special subjects, as there is no other place in the city where this can be done. It is believed that with proper care this part of the library will become one of great importance to the inventors, students, and workingmen in the various industrial pursuits—more especially to the latter, as the collection is open at night.

SCHOOLS AND THE CHILDREN.

Although it has been impossible to have a regular children's department, owing to reasons already stated, yet during the year there has been a steady increase in the number of readers among the children, and largely from those attending the public schools. I would especially emphasize what was stated in last year's report as to the absolute necessity of having, as soon as possible, a separate room for the children, and particularly for the younger ones who would be greatly benefited by having a place to meet and an assistant properly trained to aid them in their reading and studies. In a limited way this has been done by having the children's books placed apart on separate shelves, but the demand has been probably ten times greater than the supply, and at present but a small fraction of the number of children in the schools avail themselves of the privileges of the library, and the great majority can not do so at all until the arrangements of the new building make this possible. It has been noticed with great satisfaction that the intelligent use of the library by the children has been a marked feature of the year, showing an education in the selection and han-

dling of books; while one desirable result has been the good care taken by very many readers of the books issued to them and their manifest desire to aid the library in teaching these lessons to others. All these matters are of consequence, because in the growth of interest in the library and in the increased use of the books, the children will regard the library a very important, if not the most important, feature in the coming years, and their training in the proper use of books at the present time will have a large influence upon their future education.

REGISTRATION.

The registration of borrowers during the year was 3,747, making the entire number at present 10,459. The number of students' extra cards given out has increased steadily, and as these cards can be used only for class books, and not for fiction, this indicates the increased use of the more instructive works.

LIBRARY FORCE.

The appropriations for the past year gave salaries for persons as follows:

Librarian	\$1,600
Assistant librarian	900
Assistant	720
Assistant	600

Provisions have been made for the year ending June 30, 1901, for one assistant and one cataloguer, at \$600 each, and a janitor, at \$480, thus increasing the entire salaried force to seven. During the first year of the library's existence considerable aid was rendered in the work of cataloguing and issuing of books by volunteer assistants from the library school, but during the past year scarcely any such extra help has been given. The force absolutely needed in the issue room has had to be provided for in other ways, but for the reading room and care of the periodicals no adequate force has been available; yet, notwithstanding all the difficulties, the work has been fairly well done by the faithful service of those in charge. There have not been sufficient attendants to wait upon the readers properly in the crowded hours of the day, and doubtless some complaints have arisen from this cause, as it is expected in a public library the force will be sufficient in number to meet all ordinary demands.

There are especially needed more attendants in the delivery room and in the reading room. There is also a great need of a largely increased force to be provided for the year ending 1902, for the reason that it is hoped that for a considerable portion of that year the library will be in the new building, which is required to be completed by March 4, 1902. If the work of construction can be done in the time required by law, the building will be ready for use at least four months before the end of the next fiscal year, and it is possible this time may be increased to six months. The preparation, moving, extra labor to be done in the new building, and additional service required to meet the demands of the public, will necessitate a much larger force than at present for the greater portion of the year. In the delivery room the long hours—from 9 o'clock in the morning to 10 o'clock at night—require practically a double force, which must be provided for, as this work is very exacting, and three or four hours at a time is all that should be required without change. Heretofore

no provision has been made for attendants in the alcoves to assist in selecting books, nor for messengers to get books for readers when called for. This need should be supplied as soon as possible, as the one thing most demanded by readers is prompt service in the discharging and issuing of books. At present, owing to a lack of force, it has been impossible to properly examine the books returned, before they were discharged and placed on the shelves. Owing to this hurried service, it is possible that a book that has been injured may be given to another reader before the damage has been discovered, which not only causes ill feeling, but is a positive injury, by showing that the library does not take sufficient care to notice the condition of the books, and excuses carelessness and injury on the part of borrowers.

The cataloguing and arranging of several thousand books that will be absolutely necessary to properly open the new building will require quite a force the earlier part of the year, so that the estimate for expenses should be practically for the needs of the new building for the entire year, which upon this basis should not be less than the following:

Librarian	\$2,000
Assistant librarian	1,200
Assistant	900
Assistant	720
2 assistants, at \$600 each	1,200
1 cataloguer	900
1 cataloguer	720
1 stenographer and typewriter	600
1 assistant, children's room	720
1 assistant, reference room	720
1 janitor	480
2 attendants, at \$480 each	960
2 attendants, at \$360 each	720
2 messengers, at \$360 each	720
Total	12,560

GENERAL EXPENSES.

The reasons just given for the increase in the force apply still more strongly to the other expenses.

The item for the purchase of new books to make the contents of the library to any reasonable extent adequate to the necessities of a large city, and to secure proper provisions to meet, on our part, by a liberal supply of books on the shelves, the generous donation by Mr. Carnegie of the library building, will require for a few years large appropriations.

Until something like 100,000 volumes are procured, distributed among the various classes, and made accessible by catalogues and other necessary arrangements for readers, the library can not give to the public what will naturally be expected, or what is now supplied in other cities not so large as Washington. The item for binding will be steadily increased by the constant wear of the books in circulation and the need of rebinding most of the present collection. The amounts needed for the coming year will not be less than the following:

For purchase of books	\$20,000
For binding	4,000
For contingent expenses	3,500
Total	27,500

FINANCIAL STATEMENT OF COLLECTIONS.

The following table (B) gives the amounts of moneys received at the delivery desk for fines, finding lists, books lost, duplicate collections, and other items:

TABLE B.—*Monthly statement of fines, etc., July 1, 1899, to June 30, 1900.*

	1899.						1900.						Total.
	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	
Fines.....	\$55.39	\$48.67	\$57.44	\$62.28	\$66.57	\$79.91	\$72.10	\$66.28	\$65.74	\$71.13	\$73.79	\$64.44	\$783.72
Finding lists.....	.50	.45	1.10	.95	.60	.30	.30	.65	.35	.15	.20	.10	5.65
Duplicate collection.....	11.90	18.80	30.35	34.40	33.45	25.60	27.60	27.30	33.30	30.60	32.50	22.20	327.95
Books lost and injured.....		.85	5.65	.50	1.05	2.75	2.75	.95	1.60	.50	2.05	1.85	20.50
Reserves.....	1.06	2.12	3.34	3.42	3.83	2.58	2.82	3.90	4.44	3.91	2.38	2.00	35.80
Reissued cards.....	.20			.20	.10	.20						.20	.90
Total.....	69.05	70.89	97.88	101.73	105.60	111.34	105.57	99.08	105.43	106.29	110.92	90.79	1,174.52

The largest item in the table is for fines, amounting to \$783.72 for the year, or an average of \$65.31 per month, this being collected at 2 cents a day for overdue books. This shows a payment for 39,186 days, indicating a large use of the books in a small library.

This collection is made solely for the prompt return of books and is not a source of revenue, as the cost of service probably exceeds the return, and especially when books have to be sent for by messenger.

The other items are small, except that for the duplicate collection, \$327.95, which should not be taken into account, as the amount is used for the purchase of books to sustain the collection.

The total amount of this table, \$1,174.52, indicates the fidelity and care of those in charge of the delivery desk.

SPECIAL GIFTS TO THE LIBRARY.

The past year has not equaled the former in the matter of large gifts of money or books, but there has been a continual increase to the library by small donations of books from a large number of persons. The only moneys received were \$100 from Mr. B. H. Warner and \$100 from Mr. James T. Du Bois, interest on the Henry Pastor memorial fund.

The number of donors of books during the year was 227, and the gifts were, bound books, 2,688; pamphlets, 315; periodicals, 291; among these the following: Hon. John W. Hoyt, 267 miscellaneous books and 651 reports, etc., some very valuable works, from his private library; Hon. James T. Du Bois, a set of Brockhaus' Conversations Lexicon, 17 volumes; the Star of Hope Lodge, I. O. G. T., of their library, 113 volumes; Mr. Gist Blair, 137 volumes; Hon. George B. McClellan, M. C., Encyclopædia Britannica and Edinburgh Encyclopædia; Miss Minnie H. Pilling, a finely bound set of publications of United States Bureau of Ethnology, special papers, etc., amounting to 151 volumes; the Evening Star Newspaper Company, 106 miscellaneous books; Mrs. F. P. Gross, 79 books; Messrs. Dodge & Son, a bound set of the Scientific American and Supplement from the beginning; Mrs. C. N. Miller, a collection of 119 volumes; a complete set of the 58 annual reports of the Providence (R. I.) Athenæum; Miss Tisdell, a bound set of Harpers' Monthly from the commencement. The entire list of donors, with the number of books given, will be found in Table G in the report.

The list of periodicals given during the year in Table F amounts to 40, an increase of 13, a few of them being duplicates, popular magazines, and other valuable publications from libraries.

CATALOGUING.

During the year several thousand of the old library cards have been revised, corrected, made more uniform, and arranged according to the latest Cutter classification. The urgent need of a sufficient force at the delivery desk has made it necessary to take from the cataloguing force from time to time when needed, as the issue of books has to be carried on, whatever else may be delayed. The collection of works on bibliography has been very limited, not sufficient for doing the work properly, and it has been necessary at times to borrow books from other libraries for this purpose. During the latter part of the year quite an addition was made to this class, including encyclopedias, dictionaries, general biographies, and other works of reference, and especially such catalogues as that of the Peabody Institute of Baltimore, Boston Athenæum, and several others. Our list of bibliographical works is still limited and it is hoped liberal allowance will be made for this necessary part of the working tools of the library at the earliest possible date. The 2,265 new books catalogued show but a part of the labor done, as the preparing of book cards for not only the new books, but the constant renewal of the cards in the more popular books, and the preparation of binding lists, new cards, and labels for the rebound books, has added largely to the work of our limited cataloguing force. During the year some 35,000 catalogue cards have been copied on the typewriter, thus furnishing a good duplicate set for the use of the cataloguers without interfering with the work of the readers in the delivery room, and making it possible in the future to have at least one entire set of the card catalogue ready for use by the public. The convenience of having the cards in easily-read type instead of writing, may lead to the use of the typewriter in the future for all cataloguing, as the most economical method of doing the work.

CONTENTS OF THE LIBRARY.

The following table (C) gives the number of volumes in the library for use, arranged by classes, and includes also duplicate copies of works:

TABLE C.

General works	1,029
Philosophy and religion	905
Biography	1,327
History and travel	2,692
Social science	923
Natural science	817
Useful arts	410
Athletics and recreation	139
Fine arts	252
Language and literature	3,658
<hr/>	
Total of classed books	12,152
Fiction and juvenile works	6,361
<hr/>	
Total	18,513

The proportion of the various classes is fairly good, but there must be taken into consideration the fact that much the greater part of the library is composed of old books, and this fact alone emphasizes the

necessity of largely increased purchases, especially in the line of general works, biography, history and travel, the sciences, the arts, and language and literature. The teachers and students in the public schools and other institutions of learning have during the past year made requests for books in their various courses of study which the limited resources of the library were unable to properly supply. It is greatly to be desired that this condition shall be remedied as soon as possible, and shows the need of sufficient appropriations, as mentioned elsewhere in this report.

ADDITIONS TO THE LIBRARY.

The additions to the library during the year, as far as classified, are: classed books, 1,260, divided as follows: general works, 129; philosophy and religion, 112; biography, 210; history and travel, 299; social science, 153; natural science, 112; useful arts, 38; athletics and recreation, 19; fine arts, 46; language and literature, 142. The fiction list amounts to 1,185, which includes also the duplicate collection and juvenile works.

Quite a number of books lately received have not yet been catalogued, including the Library of Old English authors, 44 volumes; the quarto edition of Knight's History of England, 9 volumes; Pickering's Shakespeare, 11 volumes; Hudson's Shakespeare, 12 volumes, and a fairly complete set of the British Almanac.

The following are some of the additions of reference and bibliographical works: National Cyclopædia of American Biography, 9 volumes; Smith's Dictionary of the Bible; Smith's Greek and Roman Geography; Smith's Greek and Roman Biography; Phillips's Dictionary of Biographical Reference; Low & Pulling, Dictionary of English History; Hamst, O., Handbook for Fictitious Names; Adams's Dictionary of English Literature; Jackson's Concise Dictionary of Religious Knowledge; Seyffert's Dictionary of Classical Antiquities; Brewer's Character Sketches of Romance, Fiction, etc., 4 volumes; International Cyclopædia, 15 volumes; International Yearbooks; De Puy's University of Literature, 20 volumes; Drake's Dictionary of American Biography; Spooner's Biographical History of Fine Arts; Duyckinck's Cyclopædia of American Literature, 2 volumes; Peabody Institute Library, Catalogue, 5 volumes; Peabody Institute Library, Second Catalogue, 4 volumes; Milwaukee Public Library, Systematic Catalogue; Brockhaus' Conversations Lexicon, 15 volumes; Brockhaus' Kleines Conversations Lexicon, 2 volumes; Notes and Queries, 16 volumes; Notes and Queries, 3 volumes of Series 4; American Cyclopædia, 16 volumes; Annual Cyclopædias, 10 volumes; Johnson's Universal Cyclopædia, 8 volumes; Century Dictionary, 10 volumes.

BINDING.

Heretofore there has been no appropriation for binding, and the condition of many of the books became so bad that it was found necessary to withdraw them from the shelves, but during the latter part of the year a small portion of the contingent fund has been used for repairing and binding 1,051 books at a cost of \$429.75. The very hard usage to which most of the books are subject made it necessary to use as strong a style of binding as could be had at a moderate price, and that selected was American Russia leather backs with cloth sides, good strong sewing being insisted upon as an absolute necessity. On account of the constant use of the books for quite a time before the rebinding

began, a considerable number were laid aside to be replaced by new books, and, owing to lack of money for binding and repairing, some 2,479 books have been taken from the shelves as worn out. In future this proportion will not be so large if sufficient funds are given for promptly sending to the binder as the necessity occurs.

GENERAL NOTES.

By direction of the board of trustees the librarian attended the opening ceremonies of the new building of the Public Library at Providence, R. I., March 15, 1900. After the exercises, the day was spent in examining carefully the details of the construction of the building with the architect, and the arrangement of the library as planned by the librarian, Mr. W. E. Foster. The general plan of the building is similar to the proposed Washington library—a long front with narrow wings on each side, the middle of the structure extending back, for delivery and stack rooms; the reading, periodical, and children's rooms being also similarly located, and the general arrangement being one of the best yet planned. On the return the Public Library at Pawtucket, R. I., the Astor and Mercantile Library in New York, and the Free Public Library in Philadelphia were visited, the latter to observe the open-shelf system.

On June 6, 1900, the librarian attended the annual meeting of the American Library Association at Montreal, Canada, visiting en route the State library and library school at Albany, N. Y.

In closing this report it is but proper to acknowledge the uniform courtesy of the board of trustees and the generous assistance given by them to the library in every way. The president has given much time and thought to the details of the work in the library, and in connection with the new building has rendered valuable service in securing plans best adapted for the library. The vice-president, during the absence of the president for some months, rendered great assistance, and the members of all the committees have aided largely in making the library more valuable to the public; especially has additional work fallen upon the chairmen of the book and finance committees.

WESTON FLINT, *Librarian.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

D.—*List of scientific periodicals purchased by the Henry Pastor memorial fund.*

[M., monthly; W., weekly; Q., quarterly; F., fortnightly.]

M. American Electrician.	M. Engineering Magazine.
W. American Architect and Building News.	W. Engineering Record.
W. American Gardening.	M. Ice and Refrigeration.
M. American Journal of Science.	M. Inland Printer.
W. American Machinist.	W. Iron Age.
M. American Naturalist.	M. Marine Engineering.
M. Anthony's Photographic Bulletin.	M. Meehan's Monthly.
M. Art Amateur.	M. Mines and Minerals.
M. Art Interchange.	M. Photographic Times.
Q. Auk.	M. Popular Science Monthly.
M. Carpentry and Building.	W. Scientific American.
M. Cassier's Magazine.	W. Scientific American, Supplement.
W. Country Gentleman.	M. Scientific American, Builders' Edition.
W. Electrical Engineer and Electrical World.	M. Sibley Journal of Mechanical Engineering.
W. Engineering.	M. Street Railway Journal.

E.—*List of periodicals purchased from book fund.*

M. Atlantic Monthly.	M. Literature.
M. Birds.	M. Little Folks (Cassino's.)
Bi. M. Bird-Lore.	W. Living Age (Littell's.)
M. Blackwood's Magazine.	M. McClure's Magazine.
M. Bookman.	M. Munsey.
M. Cassell's Little Folks.	W. Nation.
M. Century Magazine.	M. Nineteenth Century.
M. Chautauquan.	M. North American Review.
M. Contemporary Review.	M. Outing.
M. Cosmopolitan.	W. Outlook.
M. Critic.	M. Physical Culture.
M. Dial.	M. Plant World.
M. Dramatic Magazine.	M. Public Libraries.
M. Fortnightly Review.	W. Public Opinion.
M. Forum.	W. Publishers' Weekly.
Q. Edinburgh Review.	M. Puritan.
M. Education.	M. Review of Reviews.
W. Great Round World.	W. Science.
W. Harper's Bazar.	M. Scribner's Magazine.
M. Harper's Monthly.	M. St. Nicholas.
W. Harper's Weekly.	M. Self-Culture.
M. House Beautiful.	M. Studio, The.
W. Independent.	M. Westminster Review.
M. Kindergarten Review.	M. Windsor Magazine.
M. Ladies' Home Journal.	M. Woman's Home Companion.
M. Leslie's Popular Monthly.	W. Youth's Companion.
M. Library Journal.	

F.—*List of periodicals donated by publishers and others.*

Title.	Vols.	Nos.	Donor.
Q. American Historical Review.....	5	2, 3	Gen. J. A. Holdeman.
F. Association Review.....	2	1, 2, 3	Publisher.
M. Brewer's Journal.....	23	4, 5, 6, 7, 8	Do.
M. Book Review.....	7	1, 2, 3, 4, 5, 6	Do.
M. Bookman.....	8	5, 6	Merrill A. Martin.
W. Boston Ideas.....			Publishers.
Q. Bulletin of Bibliography.....	2	1, 2, 3	Do.
W. Capital, Washington, D. C.....	15, 16	6-9, 1, 5, 8	Do.
W. Christian Science Journal.....	27, 28	4-11, 1-3	Do.
W. Christian Science Sentinel.....	2	1, 2, 5, 7-51	Do.
Q. Conservative Review.....	1	1, 2	Neale Publishing Co.
M. Contemporary Review, New York edition....	75	397-402	Dr. E. B. Loring.
M. Elliott's Magazine.....	30, 31	3-5, 1-4	Publisher.
M. Fortnightly Review, New York edition.....	65	385-389	Dr. E. B. Loring.
M. Forum.....	26, 27	5, 6, 1, 2	Magazine Club, Mrs H. W. Turner.

F.—List of periodicals donated by publishers and others—Continued.

Title.	Vols.	Nos.	Donor.
W. Fraternal Record	2, 3, 4	34, 36, 38-40, 43, 42, 45-49, 51-54, 57-68, 70-77, 79, 2	Publisher.
M. Herald of the Golden Age	5	1-6	Do.
M. Library Association Record	2	1-3, 5-8	Do.
M. Library News Letter	9, 10	10, 12, 2, 3, 4	Osterhout Free Li- brary.
M. Library World	2	19-21, 23-25	Publisher.
M. Literary News	20	1-9	Mary A. Barkley.
F. Literary World	30	1-17	Publisher.
M. National Geographical Magazine	10	1-8	National Geograph- ical Society.
M. New England Anti-Vivisection Society			New England Anti- Vivisection So- ciety.
New Haven Public Library Bulletin, 4th ser.			
New York Public Library Bulletin	3	8	New York Public Library.
M. Nineteenth Century, New York edition	45	263-268	James Lowndes.
M. Omaha Public Library Bulletin		20-25	Omaha Public Li- brary.
M. Paradise and Pacific	13	1-3	
Peabody Institute Library Bulletin		4-5	Peabody Institute Library.
M. Plant World	2	4-11	
M. Popular Science Monthly	54, 55	3-5	Magazine Club.
Pratt Institute Free Library Bulletin	1	1	Pratt Institute Free Library.
M. Providence, R. I., Library Bulletin	1	1-5	Providence Library.
Q. Sociology	4	1-5	Magazine Club.
M. Sound Currency	6-7	7-12, 1, 4-6	
M. Suggestive Therapeutics	8-9	3-4, 2	Publisher.
M. Sunset	3, 4, 5	4-6, 1-6, 1-2	Do.
M. Vegetarian Magazine	4	4-5	Do.

G.—Gifts of books to the Library, July 1, 1899, to June 30, 1900.

Donors	227
Volumes	2,688
Pamphlets	315
Periodicals	291

Donor.	Books.	Pam- phlets.	Period- icals.
James O'Neil	3		
Mrs. W. R. Woodward	11		
W. A. Meloy		1	
W. B. Bryan	13		
Mrs. M. L. O'Donoghue	3		
United States Bureau of Education	2	5	
Howard Townsend, New York	2		
Mrs. A. K. Jacobson	1		
State Department	7		
Mrs. Richard Paine	3		
James T. Dubois	17		
Mrs. A. W. Hodges		11	112
Miss May S. Oliver	1		
L. C. Ferrell	1		
Mrs. Weston Flint			4
Neale Company			7
Clarence Jacobson	2		
Commissioner of Public Works, New York City, twenty-third annual report	1		
Mrs. Delia H. Ferguson	1		
J. A. Haldeman	1		
Miss Sarah S. Chapin	1		
Mrs. R. Rothwell	68		
Miss Adele Dyer	4		
A. C. Floyd	13		
Mrs. Thomas Williams	3		
Miss M. E. Mann	2		
Wodward & Lothrop	8		
Admiral George W. Melville, U. S. N.		1	
Boston Public Library, forty-seventh annual report		1	
Pittsburg Carnegie Library, third annual report		1	
Dayton, Ohio, Public Library, annual report		2	
Mrs. Pattison	19		
Mrs. F. P. Gross	79		

G.—*Gifts of books to the Library, July 1, 1899, to June 30, 1900—Continued.*

Donor.	Books.	Pam- phlets.	Period- icals.
United States Civil Service Commission	1		
Mrs. G. P. Read	4		
Miss M. F. Perlie	20		
E. J. Skinner		37	23
William Shaw Russell			
J. Vinton Birch			
Mrs. H. M. Eskew			
Department of Agriculture			
N. D. Adams			
W. T. Moore			401
Religious Tract Society, London, England	1		
Mrs. Mary Biedenkoph, Baltimore, Md			125
Weston Flint	2		
Mrs. E. J. Camp	14		
Ralph Standeford	1		
J. A. Dumont, United States Treasury	12		
E. Whittlesey	1		
Albert K. Smiley, Mohawk Lake, New York	1		
H. Carrington Bolton			14
J. W. Cadly, Albany, N. Y		1	
Thomas Wilson	1		
L. C. Root, New York	1		
Miss Ida M. Gould	1		
I. R. T. Smith	1		
C. H. Rust, Toronto, Canada	1		
C. L. D. Washburn	2		
Mrs. C. A. Tinkham	13	1	
Reub. Sharpe		2	
Charles L. Loomis	5		
George L. Benedict, Burlington, Vt	1		
Public Library Commission, Washington, D. C		75	
R. P. Hayes, Chicago, Ill	2		
J. B. Nichols		9	
D. S. Sakillarios, Athens, Greece	3		
H. A. Heise, Montpelier, Vt	1		
J. P. Alexander	13		
Charles Moore	4		
L. C. Loomis	2		
Miss Caroline Lanman, Star of Hope Lodge, I. O. G. T.	113		
Anonymous	6		
Theodore W. Noyes		1	
W. H. Prentiss	1		
Smithsonian Institution	2		
Mrs. John Davis	6		
Miss Helen S. Flammer	1		
Pratt Institute Free Library, Brooklyn, N. Y		1	
Mrs. A. W. Fleming	3		
Miss May L. Hall	1		
W. T. Russell	1		
H. M. Rochester	13	1	
E. W. J. Tuckerman	12		
War Department library	1		
William H. Dall	20		
Miss D. Winchell			13
Antioch College, Ohio		1	
Henry Benson	1		
New Haven Public Library, annual reports 1893, 1898		2	
Providence, R. I., Athenæum annual reports		58	
F. J. Metcalf		1	
United States Senate	1		
B. A. Finney, Ann Arbor, Mich		1	
Library Journal			4
W. Clark & Son, Dunfermline, Scotland	3		
Gist Blair	137		
E. H. Rawson, U. S. N	21		
C. G. Dawes, Treasury Department	1		
George T. Watts	1		
John McMakin, Albany, N. Y	1		
Miss Ida M. Stone	1		
Berks County Medical Society, Pennsylvania		1	
F. A. Brockhaus, Leipzig, Germany		2	12
L. H. Jones, Cleveland, Ohio		1	
L. T. Michener	7		
R. H. Morehouse	30		
Miss Nina Morse			75
George H. Daniels	1		
Chas. R. Dean	6		
Miss Julia A. Lum	14		
Jamestown, N. Y., James Prendergast, Free Library		1	
Lemcke & Buchner, New York		3	8

G.—Gifts of books to the Library, July 1, 1899, to June 30, 1900—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
American Humane Society, Fall River, Mass., twenty-third annual report		2	
John W. Hoyt:			
Miscellaneous books	287		
Reports, etc	651		
Hon. Geo. B. McClellan, M. C.	44		
Fred. A. Schmidt		3	
Daniel Murray	1		
The Audubon Society, District of Columbia	9		
Capt. F. P. Gross, U. S. A.	5		
Comptroller of the Currency	1		
Wm. L. Kimmell	2		
Syracuse, N. Y., Central Library, annual report 1899		1	
Scranton, Pa., Public Library, annual report 1899		1	
Superintendent of Documents, annual report 1899		2	
Mrs. D. O. Knight	1		
Mrs. P. G. Reed			45
C. D. Crane, Yarmouth, Me		1	
Miss Sarah Clementson	3		
Joseph A. Deeble	4		
Crammond Kennedy	9		
Harvard University, Cambridge, Mass., annual report		2	
Chase Roys		1	
Providence, R. I., Library Bulletin			12
Toronto, Canada, fifteenth annual report 1898		1	
Union League Society, New York	1		
Mrs. C. N. Miller	119		
Ipswich, Mass., Historical Society	1		
North Adams, Mass., Public Library, annual report 1899		1	
J. K. McCammon	4		
Archibald Hopkins	2		
Secretary United States Senate	1		
Oakland, Cal., Free Library, annual reports 19 and 20		2	
United States Light-House Board	1		
J. F. Scott	1		
Cornell University, New York bulletins		2	
University of California	1		
C. F. Mowbray	13		
Benziger Bros., New York	2		
Mrs. Mary L. Hall	1		
Dodge & Son	109		
Edwin Wright	4		
Chief Engineer, War Department, annual report 1899	6		
St. Louis Mercantile Library, fifty-fourth annual report 1899		1	
Newark, N. J., Public Library, eleventh annual report 1899		1	
Peabody Institute, Massachusetts, forty-eighth annual report 1892		1	
C. K. Wead			50
M. Selinger	1		
Mrs. Eliza Gardner	22		
Mrs. R. M. Stocking	2		
Woburn, Mass., Public Library, annual report 1899		1	
Mrs. Fannie P. Holmead	20		
Watertown, Mass., Public Library, thirty-second annual report 1899		1	
E. L. Morris		1	
F. E. Woodward	6		
Dr. S. C. Busey	1		
Hon. C. M. Depew, United States Senate	1		
Burlington, Vt., Fletcher Free Library, twenty-sixth annual report 1899		1	
Miss Helen M. Campbell	1		
University of Michigan, library report 1899		1	
Miss P. M. Stocking	4		
Quincy, Mass., Thos. Crane Public Library, annual report 1899		1	
New York Mercantile Library, bulletins; reports		2	
Philadelphia Free Library, annual report 1899		1	
Robt. N. Cust, London, England	1		
Salem, Mass., Public Library, annual report 1899		1	
C. F. Libbie & Co		1	
Edward Homans, New York			1
R. J. Fisher	1		
Allen McLane		10	79
Chas. L. Laureat & Co., Boston, Mass		1	
Philadelphia, Pa., City Institute Library, forty-eighth annual report		1	
Miss Tisdell	70		
Lee & Shepard, Boston, Mass	1		
Interstate Commerce Commission	13		
Henry Wood, Boston, Mass	1		
Brockton, Mass., Public Library, annual report 1899		1	
K. P. McElroy	1		
St. Louis, Mo., Public Library	1		
H. Cummings	1		

G.—Gifts of books to the Library, July 1, 1899, to June 30, 1900—Continued.

Donor.	Books.	Pamphlets.	Periodicals.
Volta Bureau	1		
Miss E. Rathbun	32		
Edward Eberbach	6		
Johannes Bohl, St. Gall, Switzerland	1		
Chelsea, Mass., Fitz Public Library, report 1899	1	1	
Buffalo, N. Y., Merchants' Exchange	1		
George Marsh	14		294
Washington Board of Trade	1		
O. W. Humphrey	2		
Manchester, N. H., City Library, annual report 1899		1	
J. S. B. Hodges, Baltimore, Md	1		
War Department Library	9		
Wilmington, Del., Library, forty-third annual report 1900		1	
D. J. Carroll	42		
Funk & Wagnalls		1	
Mrs. J. B. Hood	4		
Capital Book Club	9		
Miss Lily Babcock	3		
Mrs. Agnes Hodges	15		12
Mrs. Archibald Hopkins	5	39	
Haverhill, Mass., Public Library, annual report 1899		1	
Hon. Geo. P. Wetmore, United States Senate	10		
Alex. Fullerton	1		
Mrs. Minnie H. Pilling	151		
Hon. Carroll D. Wright	1		
Paul Cockerille	2		
W. E. McElhenry	18		
Wm. N. Grinnell	1		
Mrs. James E. Wilkins	2		
Lynn, Mass., Public Library, annual report 1899		1	
Hon. James McMillan, United States Senate	3		
Council Bluff, Iowa, Public Library, eighteenth annual report 1899		1	
Detroit, Mich., Public Library, thirty-fifth annual report 1899		1	
Mrs. Margaret Keough	8		
Evening Star Newspaper Co.	106		
Medford, Mass., Public Library, annual report 1899		1	

H.—Money donations to library.

Mr. B. H. Warner	\$100
Mr. James T. Du Bois, Henry Pastor memorial fund (interest on \$2,000)	100

I.—Other donations.

Mrs. George W. Dyer, 2 engravings of General Grant; Brookline, Mass., Public Library, school reference collections and class cards; Philadelphia Free Library, 2 collections of forms, etc.; Ackerman & Ross, 5 plans of new library building.

REPORT OF THE TREASURER.

WASHINGTON, D. C., *September 1, 1900.*

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the public library during the fiscal year ending June 30, 1900:

Current expenses:

Appropriated salaries	\$3,820.00
Expended	3,820.00

Contingent fund:

Appropriated	3,500.00
Expended as per statement herewith	\$3,145.49
Bills not yet rendered	354.51

Total	3,500.00
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Book fund:

Balance on hand July '1, 1899	8903.15
Received gifts, per statement herewith	221.24

Total	1,124.39
Expended as per statement herewith	1,101.06

Balance	23.33
---------------	-------

Henry Pastor memorial fund:

Received interest on \$2,000	100.00
Expended for scientific periodicals as per statement herewith	96.39

Balance	3.61
---------------	------

Moneys collected at the delivery desk:

Balance on hand July 1, 1899	369.84
Received for fines	783.72
Received for finding lists	5.05
Received for duplicate collection	327.95
Received for books lost and injured	20.50
Received for reserves	35.80
Received for reissued cards90

Total	1,544.36
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Expended for books	\$101.12
Expended for assistants at delivery desk	283.17

Total	384.29
-------------	--------

Balance on hand	1,160.07
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The amounts appropriated for salaries and for contingent expenses are audited and paid by the District government; the others, special funds, gifts of moneys, and other small items, are the only moneys disbursed by the treasurer of the board of trustees.

Respectfully submitted.

WESTON FLINT, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

BOOK FUND, INCLUDING HENRY PASTOR MEMORIAL FUND.

Weston Flint, treasurer, in account with the Public Library.

Dr.					Cr.
1899.			1899.		
July 1	To balance in hands of	\$203.15	July 11	By	\$40.00
Aug. 9			13	By	10.80
			Aug. 9	By	
		100.00		throp, books & Lo	20.97
Oct. 5			Sept. 12	By paid Woodward & Lo	170.00
		3.10		throp, books	
			Oct. 5	By paid Woodward & Lo	
		12.05		throp, periodicals, H. Pas	84.85
1900.				tor fund	
Jan. 31	in depos-		7	By paid Woodward & Lo	84.05
				throp, books	
Feb. 20	ington Loan a	5.00	9	By paid C. G. Sloan & Co.,	5.50
	To B. H. Warne	100.00		books	
			11	By paid Lewis C. Jones,	2.50
				books	
			12	By paid James O'Neil, books	3.25
			Nov 4	By paid Woodward & Lo	
				throp, books	42.65
			16	By paid Woodward & Lo	81.25
				throp, books	
			16	By paid Woodward & Lo	124.30
				throp, periodicals, 1900	
			20	By paid R. F. Stevens &	9.00
				Brown, periodicals	
			20	By paid C. G. Sloan & Co.,	90
				books	
			20	By paid Chautauqua Press,	1.00
				periodicals, 1900	
			23	By paid C. G. Sloan & Co.,	1.75
				books	
			Dec 1	By paid Woodward & Lo	97.25
				throp, books	
			1900.		
			Jan 3	By paid R. R. Bowker, peri-	5.00
				odicals, 1900	
			4	By paid Wm. Ballantyne &	23.35
				Sons, books	
			3	By paid Woodward & Lo	42.55
				throp, books	
			15	By paid C. G. Sloan & Co.,	1.50
				books	
			16	By paid W. Andrew Boyd,	10.00
				books	
			31	By paid Woodward & Lo	61.80
				throp, books	
			Feb. 19	By paid C. G. Sloan & Co.,	2.50
				books	
			28	By paid Woodward & Lo	57.80
				throp, books	
			28	By paid Wm. Ballantyne &	13.25
				Sons, books	
			Mar 20	By paid Wm. H. Butt books	5.00
			20	By paid W. J. Maxwell,	10.00
				books	
			31	By paid Woodward & Lo	58.87
				throp, books	
			31	By paid Wm. Ballantyne &	6.25
				Sons, books	
			Apr. 21	By paid R. F. Stevens &	5.76
				Brown, periodicals	
			21	By paid Lemeke & Buech-	2.41
				ner books	
					1,104.06
				Balance in hands of	
				treasurer	23.33
					1,124.39
	Total ...	1,124.39	Total		1,124.39

Weston Flint, treasurer, in account with the Henry Pastor memorial fund.

Dr.				Cr.
1899			1899	
Aug 12	To J. T. Du Bois, interest,		July 1	By overexpended last year
1899	\$100.00	Oct 5	By paid Woodward & Lothrop periodicals
			Nov. 20	By paid B. F. Stevens & Brown, periodicals
				By balance on hand
	Total	100.00	Total	

Contingent fund.

To amount appropriated for 1900	\$3,500.00
<hr/>	
Expended as follows:	
Rent	1,000.00
Electric lighting	120.98
Coal and wood	68.93
Printing	141.58
Stationery	86.13
Ice	2.96
Care of building	305.00
Insurance	58.80
Library appliances	60.15
Library stamps	38.15
Furniture	98.10
Reference books	510.60
Freight storage, etc.	109.13
Duplicate card catalogue	181.87
Magazine binders	107.95
Electric lamps and clock	38.50
Binding	115.00
Expenses of librarian to Providence and Montreal	72.00
Miscellaneous	31.78
Bills not yet rendered	354.51
<hr/>	
Total	3,500.00

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ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
PUBLIC LIBRARY
OF THE
DISTRICT OF COLUMBIA

JUNE 30, 1901.



PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA.

FOURTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
THIRD ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1901

WASHINGTON .
1901

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ILLUSTRATIONS.

Public library building erected by money given by Andrew Carnegie, esq.	Frontispiece.
Bookplate of the library	Title-page.
Plan of basement of new library building	Face p. 10
Plan of first story library building	Face p. 10
Plan of second floor library building	Face p. 10
Location of Public Library	Face p. 21

OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

AINSWORTH R. SPOFFORD, term expires 1902.
JAMES T. DU BOIS, term expires 1902.
R. ROSS PERRY, term expires 1902.
THEODORE W. NOYES, term expires 1904.
CHARLES J. BELL, term expires 1904.
RUFUS H. THAYER, term expires 1904.
SAMUEL W. WOODWARD, term expires 1906.
BRAINARD H. WARNER, term expires 1906.
JOHN B. LARNER, term expires 1906.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
WESTON FLINT, *Librarian, Secretary, and Treasurer*.

STANDING COMMITTEES.

BOOKS.

AINSWORTH R. SPOFFORD, *Chairman*. RUFUS H. THAYER.
SAMUEL W. WOODWARD.

EMPLOYEES.

JAMES T. DU BOIS, *Chairman*. SAMUEL W. WOODWARD.
BRAINARD H. WARNER.

RULES.

R. ROSS PERRY, *Chairman*. AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

BUILDING.

BRAINARD H. WARNER, *Chairman*. JAMES T. DU BOIS.
RUFUS H. THAYER.

FINANCE.

JOHN B. LARNER, *Chairman*. CHARLES J. BELL.
R. ROSS PERRY.

BOOKBINDING, ETC.

RUFUS H. THAYER, *Chairman*. AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.

CHARLES J. BELL, *Chairman*. BRAINARD H. WARNER.
RUFUS H. THAYER.

DONATIONS.

SAMUEL W. WOODWARD, *Chairman*. BRAINARD H. WARNER.
CHARLES J. BELL.

REPORT OF BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, D. C., *September 30, 1901.*

GENTLEMEN: Within the twelve months since the submission of the last annual report the work upon the new building for the public library has been vigorously pushed, and the beautiful lines of the structure as designed are fast taking concrete shape in marble and granite. The contract for the erection of the building, which was signed August 22, 1900, by Richardson & Burgess, of Washington, required completion of the work by March 1, 1902. In spite of certain obstacles, indicated elsewhere in this report, which threaten some delay, assurance is given that the superintendent of construction (Mr. Bernard R. Green) and the library commission will be able to report that their task is finished shortly after that date and two or three months before the beginning of the next fiscal year.

A year ago operations had just begun on the superstructure of the library building, the Vermont Marble Company had undertaken to dress and deliver all of the marble required for the exterior walls before September 1, 1901, and the Bay State Pink Granite Company, of Milford, Mass., had similarly agreed with the general contractor to furnish all of the granite for the basement story in season to be set in the walls by winter. James H. McGill, of this city, had the subcontract for the steel work of the interior structure, floors, and roof, with material to be supplied to him by the Carnegie Steel Company.

The progress of erection of a building having finely selected and dressed marble or granite walls is necessarily regulated and limited by the quarry work, which is naturally slow as compared with the preparation and manufacture of the other building materials.

According to the contract programme, however, the granite walls of the basement were completed January 17, 1901, and the steel beams of the first or principal story were laid shortly afterwards.

Large quantities of the marble had been prepared at the quarries and began to arrive in carloads at the opening of spring, when building of the walls was resumed. This work has continued without interruption ever since; the last of the marble was delivered when due, and all of the exterior walls have now been completed in readiness for the roof, while the two wings were ready in the middle of August.

All of the cut granite for the beautiful exedra, pedestals, and steps of the main entrance approaches has been delivered and will shortly be set in place.

Satisfactory progress has been made with the exterior marble carving on the main front from models by Philip Martiny, under direction of the architects.

The interior walls, excepting those of the court, have kept pace with the exterior, and the steel work of the second-story floor has been laid, but now, unfortunately, the first delay in the general progress of the building is occurring while waiting on the subcontractor for the steel framework of the roof. Several weeks are likely to be lost on this account.

A separate contract for the fireproof book stack, three tiers high, to occupy the northern end of the central pavilion, was made on May 15, 1901, with the Snead & Co. Iron Works, the stack to be of the same design as those of the Library of Congress, and work on it is well under way. The capacity of the shelving will be approximately 150,000 volumes, only three-fifths of the capacity of the stack room, but the shelving may be readily raised to the full five tiers whenever the growth of the collection shall require.

The contract has also been made for the small elevator needed for general service in the book stack and to facilitate station delivery about the city.

There remain for the completion of the building proper the electric lighting fixtures and furniture, for which there is a barely sufficient balance of the fund left available. These items will soon be in the manufacturer's hands and are expected to be ready for their places in the building in due time.

LIBRARY APPROACHES AND PARK ENVIRONMENT.

When the building is thus completed the surrounding ground and approaches will require grading, paving, and curbing, and this work must extend even to the street sidewalks around the park.

The architects of the library, in considering the effect upon the building of its approaches and environment, have designed a plan of treatment of Mount Vernon square, adapted to the architectural character and practical purpose of the structure while preserving the characteristics of the reservation as a public park. It is hoped and confidently anticipated that Congress will provide by appropriation for the prompt execution of this plan, or one similar in general effect, as an item in the improvement and care of the parks of the city, under the supervision and control of Col. T. A. Bingham, the superintendent of public buildings and grounds, who is also by law a member of the public library commission and is thus in a dual capacity familiar with and interested in the proper treatment of the library and its environment.

In pursuance of the general policy of park development in Washington, the location of the library building in Mount Vernon square is to be permitted to withdraw an absolute minimum of park surface from public use, and the attractiveness of the remainder of the park is to be enhanced and its public benefits increased in compensation, with the result of furnishing an attractive setting of green for the marble of the library and of returning to the people a more beautiful and beneficial, if lessened, park area.

Mount Vernon square contains 130,219 square feet. The area to be occupied by the library building is 17,307 square feet. The location of the library upon less than one-seventh of the area may be and should be utilized to secure for the remaining six-sevenths a care and attention and wise expenditure which will render this remainder more

valuable for public use and recreation than the comparatively neglected original Mount Vernon square. The library, near the center of the reservation, will also enjoy in quiet and in healthful freshness and coolness the full benefit of its park surroundings.

The walks in Mount Vernon square should be granolithic and the curbs, borders, and sidewalk steps opposite the main approach to the building should be of granite. The cost of the work is estimated by Superintendent Green at \$25,000.

CARE AND MAINTENANCE OF NEW BUILDING.

The care and maintenance of the building will include the heating and ventilation of it during cold weather and its illumination at night by electricity, furnished through a conduit laid into the machinery room under the main approaches from the street south of the square. As a partial offset to the cost of this electric current the building will be relieved of the expense of operating an electric generating plant of its own and of the heat incident thereto in the long summer season when, except for this purpose, the boiler need not be in use.

The superintendent of construction estimates the annual cost for coal, for heating only, at \$600; for electric current, \$2,500, and for miscellaneous supplies, \$1,000.

In his opinion the mechanical and working force necessary to operate the heating apparatus, attend to minor repairs, cleaning, handling, etc., will be one engineer, at \$900; one fireman, \$540; one workman, \$480, and four charwomen, at \$180.

He suggests also that a small appropriation for additional furniture in the nature of special library equipment should be asked from Congress at the coming session. The building fund will supply the important and substantial pieces of furniture pertaining to the building proper, and also meet those library needs in this regard which are obvious and urgent in advance of actual removal to the new building.

On the 24th of April, 1901, the corner stone of the public library building was laid, without formal public ceremonies, in the presence of the library commission and the trustees. The customary articles placed in the corner stone included a picture of Andrew Carnegie and a copy of his original memorandum giving \$250,000 to erect the library building. Elaborate ceremonials were reserved for the occasion of the dedication of the building to public uses and its opening to the people next spring or summer, when it is anticipated all the conditions will unmistakably indicate the public's grateful appreciation of the benefits that flow from the institution at the national capital of a people's circulating library, open at night, with literary treasures rendered easily accessible to everyone who wishes to utilize them.

WANTED: BOOKS AND AN ADEQUATE LIBRARY FORCE.

When the building, completed, equipped with furniture and embellished as to its approaches and surroundings, is thus dedicated to the public use, a library skeleton is provided which must be clothed with flesh and blood and animated into useful activity. The building is a mockery for library purposes without books and an adequate force to render the books quickly accessible to the public.

The acceptance of Mr. Carnegie's gift of a library building carries

with it the pledge of suitable maintenance of the library by Congress, upon which the donation was conditioned. In what does "suitable maintenance" consist?

The factors recognized by librarians as affecting the cost of such maintenance are the size of the building to be cared for, the number of separate reading places to be supervised, the number of active readers and borrowers and in general the activity of the library. To the cost of current maintenance must be added, in the case of a library in process of organization or adaptation to a new building and a larger constituency, a special expenditure for new apparatus in the way of catalogues, etc., and for the preparation of new books for use, in addition, of course, to an expenditure for the acquisition of new books to meet the suddenly enlarged demand.

SIZE AND ARRANGEMENT OF NEW BUILDING.

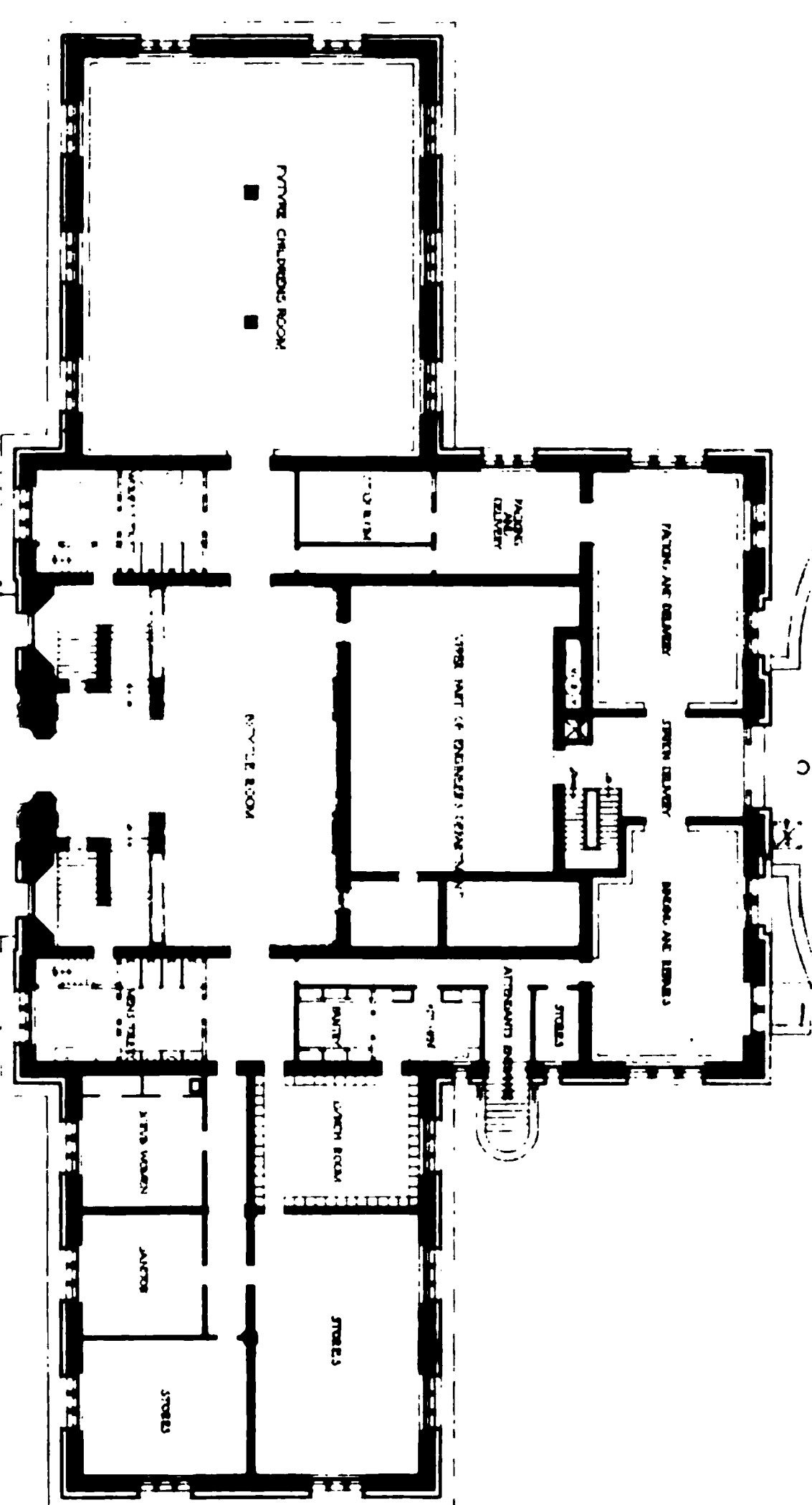
The maintenance requirements both for library supervision and general care of the building that are based on the size and arrangement of the structure may be most intelligently estimated through consideration of these actual conditions in the case of the library building. Cuts accompany this report which show the exterior of the library and its actual floor plans and interior arrangement. These floor plans to meet the requirements of library convenience have been slightly altered from those shown in the last report.

The library building is fireproof throughout, solidly and strongly constructed, and in every way a monumental and permanent structure, appropriate for its purposes as a public library building in a public square. It consists of a rectangular central pavilion 111 feet 5 inches long and 90 feet 10 inches broad, with equal wings, east and west, respectively, each 63 feet 6 inches long and 54 feet 10 inches broad. The structure thus has a maximum width at the basement of 219 feet 10 inches at its front on the east and west line and a maximum depth of 111 feet 5 inches in its central pavilion on the north and south line.

The building stands in the center of Mount Vernon square, east and west, but approaching at its rear close to the north line of the square, thus placing considerable park space south of the structure and enhancing its architectural effect as its long south front and main entrance are approached.

In the central pavilion the basement is occupied by the entrance hall and bicycle room, the lavatories, packing room, receiving rooms, lunch room, bindery, and the boiler room, extending down to the sub-basement. The east wing is devoted to storerooms and rooms for the janitor and house cleaners and scrub women. In the west wing the basement is one entire room, not yet assigned. This may ultimately become the children's reading room, when the demand for juvenile accommodations outgrows the space provided on the first floor for this purpose, or when the children's room on the first floor is needed to enlarge the open-shelf accommodations.

In the first or principal story the central pavilion contains the entrance and general delivery hall, in which also are the staircases to the second floor. Here also are the so-called reception room, which is really an annex of the open-shelf room, public catalogue room, and the librarian's office. Behind the long delivery counter for the service of books to readers, is a wide passage to the book stack that



ADMISSION AT NO. 5, 28 WITH 15, 15 FIFTH AVE. N. Y. CITY
SALT 12. 1200 LBS. 1200 LBS. 1200 LBS.

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SALT 12. 1200 LBS. 1200 LBS. 1200 LBS.

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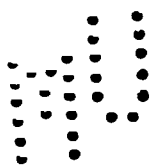
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PLAN OF SECOND FLOOR

ACERHUS: AVID BOST ACERTT' 195 FIFTH AVENUE NEW YORK CITY
PLAN OF SECOND FLOOR - PART 1112

44

occupies the whole north end of this pavilion, extending up through both the first and second stories, though only three of the five tiers of possible shelving are at first supplied. On one side of this passage is located the accessions room and on the other the catalogue room.

The east wing is used as the general public reading room, and the west wing is divided equally by partition between the children's reading room and the main open-shelf room. The latter and the two reading rooms will be provided with wall shelving all around within easy reach of readers. There is considerable flexibility in the area available for the open-shelf and children's rooms, which are among the notable features of the new building. Ample provision is made for future expansion in these two directions.

In the second story the central pavilion contains a memorial or exhibition hall, several private study rooms, and the trustees' room. The east wing in this story contains the public reading room for periodicals and newspapers, and the west wing may also be used as a reading room, but is designed as a lecture or class room.

There are altogether thirty-six rooms and halls, of which seventeen are in the basement, ten in the first story, and eight in the second story, besides the main book room, or book stack, occupying the north end of the central pavilion, and, as stated, extending from the first-story floor to the roof.

The areas in square feet of the various rooms, exclusive of passages, stairways, etc., as calculated by Mr. Bernard R. Green, superintendent of construction, are as follows:

Basement:	Square feet.
Hall in west wing.....	2, 850
Hall in central pavilion, for passageway and bicycles.....	1, 380
Two packing rooms in rear, of nearly equal size.....	1, 454
Bindery and storeroom.....	501
Janitor's room.....	343
Scrub women's room.....	331
Two storerooms in east wing.....	1, 425
Lunch room.....	453
Kitchen and storerooms.....	346
Two lavatories, each.....	348
Boiler and fan rooms.....	1, 636
First story:	
General delivery room.....	2, 310
Public reading room.....	2, 938
Children's reading room.....	1, 454
Open-shelf rooms (one large, one small).....	1, 791
Librarian's office.....	270
Cloakroom (about).....	100
Reference rooms, two (about).....	500
Cataloguing room.....	760
Accessions room.....	675
Main stack room.....	2, 000
Second story:	
Periodical and newspaper reading room.....	2, 938
Lecture hall.....	2, 938
Exhibition hall.....	1, 440
Four private study rooms (nearly equal).....	1, 306
Trustees' room.....	418

These ample and conveniently related floor areas supply very satisfactory library facilities, but involve considerable necessary expenditure for supervision, care, and maintenance, for which the conditions and provisions in the present crowded rented quarters furnish no precedent whatsoever.

ACTIVITY AND USEFULNESS OF WASHINGTON'S LIBRARY.

The activity of the public library in its new building as a factor in the cost of maintenance is of course only faintly indicated by the showing now made in respect to the existing library, which consists almost exclusively of miscellaneous donated volumes, many of which are not of immediate popular interest. The small percentage of books for which there is general demand is soon swept from the shelves, and applicants are continuously disappointed, with the result of discouraging in many cases the attempted use of the library. Notwithstanding all the drawbacks of a haphazard library, inadequate handling force, and small and inconveniently arranged quarters, the showing of the popular use of the public library conclusively demonstrates the widespread and constantly increasing demand at the capital for public circulating library facilities, and strongly suggests the vastly increased library activity which will follow when in the new building the specified obstacles to prompt gratification of the public desire for books are very largely removed. Between July 1, 1900, and July 1, 1901, the number of books in the library has increased from 18,940 to 22,811, a gain of 3,871. The number of registered borrowers has grown to 13,328, a gain of 2,871. The average daily circulation, previously extraordinarily large in the light of the small number of desirable circulating books, has slightly increased and for the year was 404. The total issue of books for the year was 123,555, and as the average number of books in the library during this period was 20,875, the circulation during the year aggregated nearly six times the whole library.

The most obvious and urgent special maintenance need of the library for 1901-1902 is that of books and catalogues.

When the public are invited to the opening of the library next year no Barmecide feast should be spread before book lovers, offering carved marble and granite and attractive walls and ceilings as a substitute for well-filled shelves and book stack.

THE PLEA FOR BOOKS.

Up to this time the plea for appropriations for books has been weakened and rendered practically ineffective by the fact that the library's temporary rented quarters have been overcrowded and the limited cataloguing force overtaxed merely by donated volumes. Congress was slow to provide more books when the library could hardly catalogue and shelve those it had. Now conditions are completely reversed. Instead of overcrowding, ample areas in the new building are to be enjoyed. The 23,000 volumes which overflow the present quarters will be lost in the new building, which from the outset can shelve 177,470 volumes, omitting from the calculation portable cases or book presses. The book stack (three tiers) will accommodate 158,700 volumes; public reading room, 7,770; children's room, 5,500; open-shelf room, 5,500; total, 177,470. The completion of the book stack to the full five tiers will give room for 105,800 volumes more. When the new building is dedicated and thrown open to the public it should have at least the shelves on the first floor and the first tier of the book stack filled with catalogued books ready for public use, a total of 71,670 volumes. Of this number nearly 23,000 are now available, and

about 49,000 must be provided. An immediate extensive purchase of books is necessary—

First. As adequate maintenance to decently fill the shelves of the new building.

Second. To round out the existing library, which, from the fact that it is composed largely of donations, is unsystematic and unsymmetrical, full of weaknesses and omissions. The special classes of books most needed for this purpose are noted by the librarian in his report to the trustees. Attention is especially called to the necessary strengthening of the reference and children's departments. The library is by the law creating it a part of the educational system of the District—a supplement of the public schools—and no effort can wisely be omitted to enlarge its usefulness and to cause it to meet its full responsibility in this capacity.

Third. To meet the equities of library maintenance as established by the precedents of other cities. In stocking new library buildings with collections of books and in providing ample cataloguing and circulating library forces American municipalities have not been illiberal. Statistics on this subject are presented in the discussion of the local estimates.

LIBRARY ESTIMATES FOR NEXT YEAR.

In the light of the information submitted in respect to what constitutes, under existing conditions, suitable library maintenance, the formal library estimates are presented, as follows:

Estimates for 1902-1903.

Library and building force:

1 librarian	\$3,000
1 assistant librarian	1,200
1 reference room assistant	900
1 children's room assistant	720
1 children's room assistant	540
1 issue division assistant	720
1 issue division assistant	600
1 issue division assistant	540
1 registration division assistant	600
1 cataloguer	900
1 cataloguer	720
1 cataloguer	600
3 temporary cataloguers, at \$540 (this appropriation to be immediately available)	1,620
1 stenographer and typewriter	720
2 attendants, reading room, at \$480	960
1 attendant, reading room, at \$360	360
2 attendants, delivery room, at \$480	960
2 attendants, delivery room, at \$360	720
2 messengers, at \$360	720
2 janitors, at \$480	960
1 engineer	900
1 fireman	540
1 workman	480
4 charwomen, at \$180	720

Miscellaneous:

For purchase of books (this appropriation to be immediately available)	\$40,000
For binding (including bindery plant)	6,000
For fuel, light, transfer of books and furniture to new building, fitting up building, and other contingent expenses	9,000
	<hr/> 55,000

Total..... 75,700

The appropriations for the Washington Public Library for 1901-1902 were:

Librarian.....	\$1,600
Assistant librarian.....	900
Assistant	720
Two assistants, at \$600 each.....	1,200
Cataloguer.....	720
Cataloguer.....	600
Stenographer and typewriter.....	600
Janitor	480
One attendant.....	480
Two attendants, at \$360 each.....	720
One messenger	360
Total	<u>8,380</u>
Purchase of books.....	5,000
Binding	2,500
Rent, fuel, light, fitting up rooms and other contingent expenses	3,500
In all.....	<u>11,000</u>
Total	<u>19,380</u>

The current appropriations are noted in pursuance of custom in presenting next year's estimates, but on this occasion the effect is misleading, since it is not merely the normal development of the existing library, with its appropriation last year of \$19,380, which is to be met; but the extraordinary conditions raised by the occupancy of the new building under a pledge of suitable library maintenance render the problem an original one, to be decided largely on the precedents furnished by other libraries similarly housed and conditioned, and we are aided little by consideration of the provisions heretofore made for the existing library.

To examine the estimates in detail. The original estimate of salary for librarian in 1897 was \$2,500. This recommendation has several times been renewed. So much of the library's public usefulness depends upon the librarian, and the responsibilities of this office will be so great in the new building that the trustees urge especially at this time that the librarian's salary be placed at a figure commensurate with the dignity and duties of the office.

Responses to inquiries have been received from the following American libraries, which show the salaries of their librarians at the present time to be as follows:

Brooklyn.....	\$5,500
Milwaukee.....	3,500
Minneapolis	3,000
Newark	4,200
Providence	4,000
San Francisco	3,000
Boston	5,000
Pratt Institute, Brooklyn.....	2,500
Cincinnati	3,500
Detroit	3,000

The total number of employees in these libraries is as follows:

Brooklyn (including 17 branches)	105
Milwaukee	62
Minneapolis	39
Newark	40
Providence	41
San Francisco (including 16 in branches)	49

Boston	177
Pratt Institute, Brooklyn	24
Cincinnati	80
Detroit	67

Some of these libraries have numerous branches, which increase the size of the force beyond that required for Washington. Examination in detail of the list of employees in the main libraries of Newark, Providence, Minneapolis, and San Francisco, whose conditions most closely approximate those of the Washington library in its new building, shows that they differ little in the size of force employed, and from a comparison of their figures a good idea can be obtained of what Washington's library will require in this respect.

	Newark.		Providence.		Minneapolis.		San Francisco.		Washington (proposed).	
	No.	Salary.	No.	Salary.	No.	Salary.	No.	Salary.	No.	Salary.
Librarian	1	\$4,200.00	1	\$4,000.00	1	\$3,000.00	1	\$3,000.00	1	\$3,000.00
Assistant librarian	1	1,000.00	1	1,500.00	1	1,300.00	1	1,320.00	1	1,200.00
Reference librarian	1	1,000.00	1	795.60	1	840.00	1	840.00	1	900.00
Assistant reference librarian	1	420.00	1	468.60						
Reading room librarian	1	600.00	1	520.00	1	900.00	1	720.00	2	960.00
Assistants	1	480.00					1	600.00	1	360.00
Children's room	1	900.00	1	272.00	1	720.00	1	840.00	1	720.00
Assistants	1	420.00							1	540.00
Stenographer	1	720.00							1	720.00
Head cataloguer		(¹)	1	624.00	1	780.00	1	960.00	1	900.00
Assistants	{ 1	720.00	1	260.00	{ 1	780.00	1	900.00	{ 1	720.00
	{ 1	540.00			{ 1	649.00			{ 1	600.00
	{ 1	540.00			{ 1	639.00			{ 2	1,620.00
					{ 1	690.00			{ 1	720.00
Issue work	1	540.00	1	403.32	{ 1	690.00	3	1,800.00	{ 1	600.00
					{ 1	611.50			{ 1	540.00
Assistants	8	3,360.00	1	403.32					{ 2	960.00
									{ 2	720.00
Registration		(³)	1	676.00	1	480.00	{ 1	1,800.00	1	600.00
							{ 1	1,080.00		
							{ 1	600.00		
							{ 1	300.00		
Repair work	2	600.00					{ 1	240.00		
Messengers, pages, attendants	6	936.00	{ 1	312.00	14	1,252.68	9	1,800.00	2	720.00
			{ 6	1,092.00						
Building force:										
Superintendent or engineer	1	1,500.00	1	1,200.00			{ 1	780.00	1	900.00
							{ 1	600.00		
Assistant superintendent	1	900.00								
Firemen	2	1,460.00	1	657.00					1	540.00
Workman			⁶ 1	728.00					1	480.00
Charwomen	2	730.00	8	1,747.20					4	720.00
Janitor	1	780.00	1	728.00	⁶ 4	2,800.00	2	1,440.00	2	960.00
Assistants	{ 2	1,200.00	1	546.00						
	{ 2	1,080.00	1							
Total	40	24,626.00	41	20,859.00	39	20,525.00	33	22,740.00	34	20,700.00

¹ Assistant librarian.

² Temporary cataloguers at \$540.

³ Included in issue department.

⁴ See delivery and issue attendants.

⁵ Night fireman.

⁶ Including three assistants.

⁷ Includes other employees than those above named.

Number of volumes in library, actual borrowers, and age as free circulating library.

	Volumes in library.	Volumes added in past year.	Actual borrowers.	Age as free circulating library.
				Years.
Newark	77,226	6,552		12
Providence	93,368	5,298	14,192	23
Minneapolis	120,000	8,230	40,117	11
San Francisco	136,665	14,037	33,989	21
Washington	¹ 22,811 ² 70,000	3,871	13,328	3

¹ Actual.

² Proposed.

Classified library forces.

	Newark.		Providence.		Minneapolis.		San Francisco.		Washington (proposed).	
	No.	Salary.	No.	Salary.	No.	Salary.	No.	Salary.	No.	Salary.
Librarian and assistants	23	\$16,040.00	18	\$12,710.96	21	\$17,725.00	20	\$18,120.00	25	17,100.00
Shelf and messenger force...	6	936.00	9	2,074.80	14	17,725.00	9	1,800.00	(¹)
Building and janitor force...	11	7,650.00	14	6,074.20	4	2,800.00	4	2,820.00	9	3,600.00
Total.....	40	24,626.00	41	20,859.96	39	20,525.00	33	22,740.00	34	20,700.00

¹ Included in above item.

Of Washington's (proposed) employees, three are temporary cataloguers to assist in handling the anticipated large accession of new books which are to fill the first-floor shelves of the new building, thus leaving a permanent force of 31.

The Washington library building is larger than the new homes of the Newark and Providence libraries, and is believed to be the largest of the above list of five. It covers an area of 17,307 square feet. The cost of its supervision and maintenance would not be expected to be less than in the case of the smaller buildings.

The number of borrowers and the annual issue of books in the case of Washington's library indicate, in view of the comparatively small number of popular volumes in the library, a degree of library activity and of popular demand for circulating books which is not surpassed in any of the other cities.

The average salaries of the Washington library employees are estimated at something less than the salaries in the other cities. This difference is even greater in practical effect than appears on the surface, for it is recognized that the National Government, which sets the pace of salary rates at the capital, pays more for the same service than the corresponding individual employer in other cities. Thus, while other employees are paid higher in Washington than in other cities, the library employees are paid less.

The estimates for the library force in general are thus shown to be reasonable and moderate by the maintenance statistics of other libraries under substantially similar conditions. The librarian's report emphasizes the necessity, to meet the demands of the new building, of special assistants and subassistants for the children's room, reference room, delivery desk, cataloguing, and registration departments.

The figures concerning the force required for the care of the building are submitted by the superintendent of construction, Mr. Bernard R. Green, of the Library of Congress, whose wide experience in such matters entitles his opinion to every consideration. He also presents the estimates for the contingent expenses of the building as distinguished from those of the library. As special library items of the contingent fund the librarian urges the necessity of supplies and equipment for the new registration beginning in 1902 and for the extensive cataloguing of new books.

Attention is directed to the economy and general desirability of a liberal appropriation for binding books, as demonstrated in the librarian's report, and also to his argument on the line of economy and superior efficiency for the establishment of a bindery in the new building.

As bearing upon the reasonableness of the maintenance estimates in general, it may be added that Mr. Carnegie's later donations for the erec-

tion of libraries have specified 10 per cent of the cost of the building as the minimum annual maintenance fund which the municipality is to provide. In the present case this rule would require that the maintenance appropriation should not fall below \$35,000. Omitting from consideration the first heavy appropriation for the purchase of books and temporary expenditures in cataloguing them and preparing them for public use, this amount approximates, as will be seen on examination of the estimates, the sum deemed necessary for adequate maintenance of the Washington library.

The cost of library maintenance is not dependent upon the number of books upon the shelves. The disbursements of the Newark library for 1890, its second year, when it had 22,848 books (compare Washington, 22,811) and a force of 31 employees (the number of permanent employees proposed for Washington), were as follows:

NEWARK PUBLIC LIBRARY.

Disbursements, 1890.

[Force, 31; books, 22,848.]

Binding	\$287. 53
Books	14, 986. 59
Furniture and repairs.....	5, 058. 50
Light and fuel.....	3, 475. 98
Pay roll.....	14, 230. 50
Periodicals.....	2, 414. 31
Rent	3, 500. 00
Printing and stationery	2, 609. 69
Incidentals	449. 84
Total	47, 012. 94

In 1899, though the number of volumes had increased to over 70,000, the cost of maintenance had been reduced to \$38,620.52.

COLLECTING BACK DUES IN BOOK APPROPRIATIONS.

The estimate of \$40,000 for books proposes not merely a maintenance appropriation of the present, but, in addition, represents an accumulation of overdue appropriations of the past for this purpose, and looks to the future as well. It is in part maintenance and in part the creation of a library to maintain. For the years ending June 30, 1899 and 1900, respectively, no appropriation for books was made. For that ending June 30, 1901, the sum of \$1,000 was appropriated, and for the current year \$5,000. It is the habit of municipalities to make large appropriations for books in the first few years of a library's life, and when a rounded, symmetrical collection has been secured, to reduce the appropriations to the simple maintenance basis. Thus the appropriations for books in the first years of Newark's library were as follows: 1889 (first year), \$14,572.35; 1890, \$14,986.59, while last year the book appropriation was only \$4,351. A present appropriation of \$40,000 for books, representing less than \$14,000 a year for the period of its existence, will make provision for the Washington library equivalent to what was done in Newark in its corresponding years of library life and compensating for what was left undone at the national capital. It will enable the library to fill the shelves of the first floor of the building, so that the municipality may not be humiliated when the

structure is dedicated to the public. It will prevent the library from losing prestige among book lovers and from discouraging recourse to it by constantly disappointing applicants, displaying for their benefit only a beggarly array of empty shelves. Mr. Herbert Putnam, the Librarian of Congress, urges strongly the necessity of avoiding this destructive blow at the library's successful development, and bases his advice upon his own experience as librarian of the popular circulating library at Minneapolis, where, opening with 30,000 volumes, within three days the shelves were swept clean of all the most popular books, and the inability to meet the ensuing demand injured materially the opportunity of the library to take advantage of the public interest awakened by the opening of the new building.

The appropriation of \$40,000 to provide, with other accessions, the 50,000 additional volumes which are absolutely essential to a creditable opening of the new library, should be made immediately available, and the same provision should be attached to the item for temporary cataloguers. Wise forethought in preparation for the opening of a library, which, through large additions, is to be practically new, suggests the purchase, cataloguing, and arrangement of the books on the shelves before the people are invited to inspect and enjoy. The precedents of the Fort Worth (Tex.) library and that of Armour Institute, cited by the librarian, are only samples of observance of an obviously wise custom.

It is possible and probable that the District appropriation bill may not be enacted until near the beginning of the next fiscal year, in which event the provision of immediate availability in respect to the appropriation for books and temporary cataloguers would fail to accomplish its intended purpose. An earnest and united effort should be made to secure the enactment of these items on the urgent deficiency bill, in order that the books may, with reasonable certainty, be on the library shelves at the time of the opening to the public of the new building.

BOOK DONATIONS FOR THE NEW BUILDING.

When the library is housed in a handsome fireproof building, with ample areas, so that donated collections may be safely handled and creditably displayed, renewed impetus will be given to such donations by beneficent citizens. These gifts can be held together in special alcoves, if their nature permits, so as to retain identity as the collections of their donors. They will be safe, carefully cared for, and will contribute in the highest degree to the public welfare. The librarian's reports of donations for the last two years show the liberality and public spirit of Washingtonians in this particular, even without the encouragement and invitation to such donations which conditions in the new building present.

Vastly increased accessions for the future may be confidently anticipated along the lines of donation upon which beginnings have been made, and in new directions which will readily suggest themselves. An increase of the Henry Pastor memorial fund, the interest of which is usefully devoted to the purchase of scientific periodicals, is promised. Mr. John R. McLean's agreement to provide a complete collection of all books relating to the history of Ohio suggests to loyal and beneficent citizens representing other States the idea of collecting at the national capital historical State records. Especially should the prec-

edent be effective for the District of Columbia. All valuable materials of history pertaining to the national capital should be treasured within the fireproof inclosure of the Washington Public Library and there made most easily accessible to the student, while secure from the vandal. The cooperation of the Historical Society and other local organizations and of individual citizens interested in local history is earnestly desired.

Additional donations of books or of money to buy special collections of books are also reasonably expected. The precedent of the "Anthony Pollok collection" will doubtless prove usefully suggestive. The executors of Mr. Pollok, in presenting 1,500 valuable volumes to the library, provided that the collection should be known as the "Anthony Pollok collection," and that each volume should be supplied with a suitable book plate upon which these words should be inscribed. Many public-spirited citizens whose gifts or legacies have been acknowledged from time to time by the librarian have given liberally of money and useful books, and their example, under the inspiration of the new conditions, is likely to be widely followed.

USE OF DUPLICATES FROM THE LIBRARY OF CONGRESS.

Coincident with the housing of the public library in its new building there should be a clear definition of its relations to the Library of Congress, to the end that both institutions may best serve the public uses of their creation and to the end that the waste of national library treasure at the capital may be reduced to a minimum. The opening to circulation or the creation of a circulating department of the Library of Congress has been frequently urged, but always unsuccessfully. The policy seems now to be fixed of treating and developing that library exclusively as one of the world's great reference collections for scholars and students. The Washington Public Library, as primarily a circulating library, supplements the Library of Congress just as numerous popular circulating collections of London and Paris supplement the library of the British Museum and the French national library, the latter being exclusively reference collections. The relations of nation and capital, involving complete control of the capital's affairs by Congress, make the Washington Public Library as much a Government institution in principle as the Library of Congress. The problem presented to the National Legislature is to so use the capital's reference and lending libraries that the nation will waste no fraction of its library resources and that all its books, whether valuable for reference or circulating purposes, shall be rendered most fully available for the benefit of the people of the Republic.

In fixing the status of the Library of Congress as exclusively a reference library, many miscellaneous volumes suitable for circulating purposes may be condemned to decay almost unused on the shelves. Congress, in controlling the affairs of both libraries for the highest public benefit, would wisely institute a system of reciprocity between the two libraries and divert so far as possible valuable reference collections to the Library of Congress, and, on the other hand, transfer as a loan to the shelves of the public library and render accessible to the people duplicate miscellaneous volumes in the Library of Congress suitable for general circulation.

Several years ago, before there was any promise or hope of such a home for the capital's lending library as the structure on Mount Ver-

non Square will afford, the effort was made to secure for public use in the Washington Library some 15,000 uncopyrighted duplicates on the shelves of the Library of Congress, and the then Librarian of Congress (Mr. Spofford) approved a resolution which authorized the Joint Committee on the Library to designate and turn over as a loan to the public library such books of that description as could be spared from the Library of Congress. There should be ascertained at this time through the Librarian of Congress whether any duplicates in the library can without inconvenience be spared that would be of value for popular circulating purposes. Then the Joint Committee on the Library might be authorized to remove temporarily, as a loan, from the shelves of the reference to the lending library, such of these volumes as it may designate. This shifting of books to serve the ends of wise public economy and the highest public benefit should not be confined to uncopyrighted books. Copyright duplicates might, it would seem, be kept as well and as legally in one public library under complete Congressional control as in another.

In accordance with the same principle of scientific division of labor and economic concentration of effort is the suggestion that the public library be made for popular lending purposes the general departmental library, as a substitute for the small miscellaneous collections which have been secured by a few of the Departments. The public library would not, if thus used, affect in the slightest the departmental libraries as technical reference collections for official use. The volumes of the latter character number nearly 300,000, while there are only between 20,000 and 30,000 miscellaneous lending books in the aggregated departmental libraries. To turn over these books to the public library, using the people's collection also as a general departmental library, would save the Government the expensive duplication of books in numerous small collections and would also economize in the room space devoted to departmental library purposes.

WASTE OF THE CAPITAL'S LIBRARY TREASURE.

To render accessible to the people for circulating purposes and for reading at night the Congressional Library duplicates and the miscellaneous books in the departmental libraries will spare Washington the humiliation of remaining longer that city which, of all the world, boasts the highest per capita of library books and confesses the opportunity to make the smallest use of them.

In the special report of the Board of Trade committee on library in 1894 attention was called to this delusive display of local library wealth, and the beginning was marked of the effort to give to the capital a popular circulating tax-sustained library, a public library of the modern type. This report said:

According to the statistics, there are more than a million books in the semipublic libraries of Washington—about a twentieth of all in the Republic; and when these have been apportioned among the citizens after the methods of statisticians it appears that the District workingman has fourteen times as many public books as the average American. And the only difficulty is that he can not possibly make any use of them whatsoever.

The departmental libraries at the capital contain nearly 300,000 volumes, accessible only to a few employees of the Government, and closed to them early in the afternoon. The vast wealth of reading matter in the Congressional Library is practically out of reach of the workingmen and school children, owing to the hours of opening and closing and the conditions placed upon the enjoyment of its privileges. Not one

LOCATION OF PUBLIC LIBRARY, MOUNT VERNON SQUARE.

of the great Government collections is open in the evening, when alone the great mass of the people can use the books. There are fifty-two libraries in the District, each containing over 1,000 volumes, and not one of them is a free lending library, with a reading room open at night for the benefit of the general public. Viewing this ocean of more than a million books spread tantalizingly before them, the workmen, the school children, the Government clerks, the great mass of the citizens of Washington, thirsty for the knowledge which comes from reading, may well exclaim with the Ancient Mariner: "Water, water everywhere, nor any drop to drink."

The campaign then undertaken has resulted in a series of notable successes. First, legislation was enacted in 1896 creating a tax-sustained modern library. Second, in 1898 an appropriation for the maintenance of this library on the half and half basis, as a part of the local educational system, was secured. Third, in 1899 Mr. Carnegie made his offer of money to erect a building for the public library if Congress would furnish a site and suitable maintenance. The way was already prepared for acceptance of this offer. The maintenance condition did not disturb Congress, since that body had already, after protracted deliberation, made provision of tax support for a public library. But for the campaign, however, which had terminated only after several years of unsuccessful effort in the establishment of a municipal library, Washington evidently would not have been able to avail itself with the necessary promptness of Mr. Carnegie's offer. Fourth, in 1899 the legislation was secured accepting Mr. Carnegie's offer, designating the library site, and inferentially pledging suitable maintenance.

On another line of library development a distinct advance has been made. The treasures of the Library of Congress have become available for reference use by night as well as by day. The farce of maintaining a reference library accessible only at hours when the mass of the people are unable to enjoy it is no longer performed.

The nation, having thus developed at the capital its reference library facilities so that they accomplish the most possible for the public good, will doubtless pursue the same policy of enlarging the usefulness of its books adapted for general circulation. To this end it will, in fulfillment of the Congressional pledge, supply adequate and creditable maintenance for the capital's lending library on Mount Vernon square, and through this medium will place before the people of the Republic for their enjoyment and educational improvement all of the circulating books at its command, whether in the Library of Congress or in the departmental libraries. Thus will the Library of Congress and the public library perfectly supplement each other as reference and circulating collections, respectively, for the public benefit in the manner dictated by sound economy and practical wisdom, and thus will the reproach be finally and completely removed from Congress that it has buried the talent of the nation's library treasure in the earth instead of actively utilizing it to promote the general welfare.

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

REPORT OF THE LIBRARIAN.

WASHINGTON, *September 30, 1901.*

GENTLEMEN: Herewith is submitted a report of the work of the library for the year ending June 30, 1901. This is the second report for a complete year since the opening of the library, and by the tables and statements included it will be seen that there has been an increase in the demand for books. The approaching completion of the new library building has seemed to add to the demand for a largely increased number of books and larger means to properly accommodate the reading public, two things which it has been impossible to furnish. A vast amount has been done with the limited facilities furnished, and it is a matter of congratulation that notwithstanding the limited means at hand as to appropriations, force, and building conveniences there is so good a showing. The pressure upon the stack rooms has become difficult to manage, so that it is only the hope of larger quarters in the near future that enables the library force and public to bear the present inconveniences. With all the difficulties mentioned there has been a considerable gain in the matter of better books, a finer condition of the books on the shelves, caused by rebinding, and a larger number of books and periodicals in the reference room. The result has been an increased ability to supply the natural demand of the reading public of the capital city, a demand which is probably not second to that of any other city in the country.

CIRCULATION OF BOOKS.

The amount available for the purchase of books has not equaled that of the former year and no large donations have been received by the library. The increasing diminution of the supply of books on the shelves by constant wear, making quite a portion of the library inaccessible during the time of binding, and the lack of funds to make new purchases in any way proportionate to the demand, naturally tend to decrease the circulation, yet the figures show an increase both in total numbers and daily average. The circulation of books is generally regarded as a test of the efficiency of a library, and taking into consideration the conditions as stated, it may be fairly said that the results shown are excellent.

On July 1, 1900, the number of books accessioned in the library was 18,940, and on June 30, 1901, it had increased to 22,811. The issue of books for home reading was more uniform for the different months than the preceding year, ranging from 8,471 in July, 1900, to 11,658 in April, 1901. The following table (A) gives the circulation by months and the number of the different classes taken out.

A.—*Circulation by months and classes from July 1, 1900, to June 30, 1901.*

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Library open 308 days, 1900-1901.

On account of lack of force and proper arrangement for taking the records no statistics are given in the foregoing table of books consulted in the reference room, nor of the use of periodicals except for a few duplicate bound volumes. A full record of these would add quite a proportion to the general circulation. The total issue of books is 123,555, or an average of 10,296 volumes a month. The number of books in the library at the beginning of the year was 18,940, and on June 30, 1901, 22,811, so that the average number for the year was about 20,875. This makes the real circulation equal to nearly six times the whole library.

In making this statement there must be taken into account the still imperfect condition of the books and the fact that quite a large proportion are well worn and not the most popular. The average number of registered borrowers during the year was about 10,000, and the average number of books issued to each reader was $12\frac{1}{2}$, or, taking into account all who registered, each borrower had a book one hundred and twenty-five days out of the three hundred and three library days of the year.

The largest circulation on any one day was 750 volumes and the smallest 195 volumes. The average daily circulation for the different months, as shown in the table, has varied from 315 to 468, the largest being February, 1901, and the smallest in August, 1900. The percentage of fiction and juvenile works continues about the same, but quite a large increase is noticed in several of the class books, especially in literature, history, and travel, next in order being biography, philosophy, and religion, natural science, social science, recreation and fine arts, and useful arts.

The condition of the stacks now is worse than that of last year, and with all the changing and putting in of extra shelves it has been found impossible to find room for the classed books after portions of the spaces allotted to fiction had been taken for the additions. The present circulation of books is scarcely a test of the work of the library, for the reason that with sufficient books it would even under present conditions be increased many fold.

DUPLICATE COLLECTION.

During the past year 462 volumes have been purchased for the duplicate collection and 416 volumes were transferred to the regular library shelves. During 1899-1900 extra copies of several books, such as Worcester's Philippine Islands, Higginson's Cheerful Yesterdays, and Hillegas's Oom Paul's People were added to the library by means of the duplicate collection, and with the exception of two titles nothing but fiction has been added. The exceptions were the two volumes of Browning Letters and three extra copies of Rostand's L'Aiglon. In the case of the latter book three times as many copies would have paid for themselves. The 462 volumes purchased included only 112 separate titles. In many cases but 1 extra copy was bought, but of the popular books from 25 to 30 copies have paid for themselves. So that as a direct result of the duplicate collection the library owned the following:

Author.	Title.	Copies.
Churchill.....	Crisis.....	35
Do.....	Richard Carvel.....	30
Johnston.....	To Have and to Hold.....	28
Barrie.....	Tommy and Grizel.....	28
Tarkington.....	Gentleman from Indiana.....	27
Bachelor.....	Eben Holden.....	27
Caskoden.....	When Knighthood was in Flower.....	26
Ford.....	Janice Meredith.....	25
Crawford.....	In the Palace of the King.....	24
Allen.....	Reign of Law.....	23
Westcott.....	David Harum.....	22
Thompson.....	Alice of Old Vincennes.....	21
Ward.....	Eleanor.....	17
Johnston.....	Prisoners of Hope.....	16
Harland.....	Cardinal's Snuff-Box.....	14
Runkle.....	Helmet of Navarre.....	14
Hope.....	Quisanté.....	12
Crawford.....	Via Crucis.....	11

and from 1 to 10 extra copies of many other good but less popular works of fiction.

The preceding list will give a general idea of the class of books most successful in the duplicate collection. These extra copies of popular books, loaned at 10 cents a week, are purchased whenever the demand for them seems to warrant. As soon as the weekly income from a book has equaled its actual cost to the library the volume is transferred to the regular free circulating shelves and the money expended in buying another copy of the same or some more popular book, so that both the library and the readers gain by the arrangement.

During the fiscal year ending June, 1901, 1,804 different card holders used the pay-duplicate collection. As the total number of card holders was 13,328, the record shows that about one-seventh, or a little more than 13 per cent, of the library's registered patrons found this special collection valuable. The number of readers using these duplicates is larger than was supposed before the final records were compiled, and it has now been proved conclusively that such a collection adds greatly to the library's popularity.

Another interesting fact is that of the 1,804 card holders who drew out duplicates, 880, or nearly one-half, used it more than once, thus proving that their first experience having been satisfactory they grew

accustomed to depending on the collection for new books, as will be seen by the following table:

Number of card holders using duplicate collection during the year.

Num- ber of card hold- ers.	Times used.	Num- ber of card hold- ers.	Times used.
1	33	4	15
1	29	1	14
1	25	7	13
3	22	8	12
2	21	6	11
2	20	15	10
3	19	15	9
1	17	18	8
3	16	22	7

Other borrowers took a book a less number of times, making, as has been said, a total of 880 persons who used the duplicate collection two or more times.

It has seemed well to make this detailed report of the work during the first complete year because pay-duplicate collections have not yet been started in many libraries. The experience here shows that when the library funds are not sufficient to buy more than one copy of a popular book, the demand may be met by duplicates. These extra copies are loaned at 10 cents a week until they have paid for themselves, when they are transferred immediately to the open shelves and allowed to circulate freely. Over 1,800 card holders appreciated having new, clean copies of popular books, and were glad to pay for the privilege. Duplicate books may be reserved, and as many may be drawn at a time as the reader chooses to pay for. At the same time the regular library cards may be used for books on the shelves. The more carefully the duplicates are selected the more valuable the collection becomes, for by its means the library will secure, at very slight outlay, many copies of good books.

REGISTRATION.

When the library was opened in January, 1899, the trustees directed that cards should be issued to readers entitling them to the privileges of the library for three years. This was done, and on June 30, 1901, 13,328 persons had registered. On January 2, 1902, the first cards issued will expire and reregistration must begin, which means additional work. A complete registration should be made and every resident of the District of Columbia encouraged to become a reader at the library.

In 1900, 3,746 persons registered; in 1901, 2,871. In 1900 there was general interest in Mr. Carnegie's gift, in the discussion of the sites and the new building, and in the work of the library in its cramped quarters on New York avenue. Hardly a week passed without some mention of the library in the daily papers. During the past year the gift, the new building, and the organized public library seemed old stories and were seldom mentioned, hence less interest has been manifested on the part of the public in the matter of registration, but one great reason has been the lack of books demanded by the mass of readers which can only be remedied by large purchases. But even with books in abundance it will be well for the library to make its privileges fully known to the people in all proper ways.

Some of these methods are by having attractive finding lists of books; printing weekly or monthly bulletins of additions to the library; lists in the local papers of new books or special collections, bulletin boards, lectures, cooperation with study clubs, literary, scientific and historical, and other societies and various local organizations. It will be well to secure outlines of the work which study or trade clubs expect to pursue and have all the material bearing on the subjects brought to the attention of the leader and the individual members.

The higher educational institutions of Washington arrange lecture courses each winter, and these might add indirectly to the popularity of the library if only the book fund were large enough to buy the different works referred to by the lecturers, and buy them just at the time they are needed. To illustrate: In one of the lecture courses at Columbian University Prof. William A. Wilbur devoted an hour to the analysis of the plot in the *Last Days of Pompeii*. For a week afterwards there was a constant demand at the library for Bulwer Lytton's novel. Many persons who had never before registered came at that time to get the book. Unfortunately, with only one copy on the shelves and no means to buy more, many readers were greatly disappointed. It would have been better for the library if, knowing Professor Wilbur's subject, several new copies of a standard work like *Last Days of Pompeii* could have been bought and ready for circulation when the extra demand comes. The registration of children will be much larger when the library is well advertised in the schools, which can be easily done if the juvenile collection becomes as large as it ought to be and teachers can be encouraged to refer their scholars to the library for help in the preparation of essays or for outside reading matter, which will be provided for in the new building. The same may be said of carefully selected sets of books suitable for the different grades, and these small libraries being sent for a few weeks at a time to one school and then sent to another school. Owing to lack of books this work hitherto has been impossible.

Delivery stations and branch libraries are also means of increasing popularity, but have not yet been attempted by the library for the lack of means to do so, but will have to be provided for soon. In some cities arrangements have been made with manufacturers and employers of workmen to insert in each pay envelope a small slip furnished by the library. On this slip is printed an invitation to the laborer to use the library. It also tells him how to register in order to obtain the privileges. Explanations of the library's aims and resources are sometimes sent to labor organizations and fraternal societies, and requests are made that the members inspect the books on subjects connected with the purposes of the organization or suggest titles of other books which would be valuable along that special line. In addition to these efforts at arousing interest among a large number of persons there should be constant striving of the friendly support of individuals of all classes, especially ministers, teachers, and specialists in any department of learning, who should rely on the library and give as well as receive help. This has been done already to a large extent, greatly to the benefit of the library.

As was mentioned in the first report (1898, p. 3):

The school trustees, the workingmen's organizations, and various citizens' associations cooperated to sustain the public library movement. * * *

They should still cooperate to sustain the library established through their efforts, and they can best show their interest by registering and then making use of the books.

The registration during the past year has varied greatly from day to day. At times only 3 persons registered, while again, with no apparent reason for increase, there have been 30 new cards taken during the day. If time allowed, it might be interesting to examine the causes of this lack of uniformity and perhaps discover new methods of increasing the registration. The average for the year has been 9 new readers' cards a day. It is true that the District of Columbia, with a population of 278,718, has a registration at the public library of only 13,329, showing that about 1 person in every 20 has availed himself of the library privileges, but hitherto Washington scarcely had such privileges.

Considering the difficulties under which the work has been done, there is no real ground for discouragement; still it is plain that energetic measures must be taken to increase our work. Only authorized card holders can draw books from the library, so that the circulation is largely dependent on the registration, and we must encourage the people to come to the library by having all the facilities for doing the work easily and well, then be able to furnish the books for the people who have registered, and the result will be a much increased circulation.

The method of registration adopted by the library is the one recommended by the American Library Association and is the same as that used in the best libraries in the country. With liberal provisions, the public library tries to guard equally the rights of the library and of the readers, and the method, though simple, answers in every respect all the demands made on a perfect registration system, and after three years' trial no suggestions are made for changes.

FINANCIAL STATEMENT OF COLLECTIONS.

The amounts of moneys received at the delivery desk for fines, finding lists, books lost, duplicate collection, and other items are shown in the following table:

B.—Monthly statement of fines, etc., from July 30, 1900, to June 30, 1901.



As usual, the largest item in the table is for fines, amounting to \$830.48 for the year, or an average of \$69.20 per month, this being collected at 2 cents a day for an overdue book. This shows a payment for 41,724 days, and in a way indicates the use of the books in so small a library as this. This fine is made to insure the prompt return of

books and is not collected as a revenue, for the expense of the service exceeds the amount received, as many of the books have to be collected by a messenger.

The next item in size is \$530.70, for books in the duplicate collection, but this money is used to purchase other books for the collections, and is not a source of revenue. It is an important matter, as it helps to increase the number of volumes in the library, and is a great convenience to those desiring to draw new books, which otherwise could not be purchased. The other items are small, but the whole table indicates quite an amount of labor in attending carefully to details in such a large number of small fees.

CATALOGUE.

The library has a duplicate card catalogue, one a typewritten copy, of which it is justly proud. The work has been so planned that whether the library contain a hundred volumes or a hundred thousand, the catalogue will meet all requirements and can grow with the increasing library. Arrangements have been made to have the catalogue cards prepared on the typewriter, thus avoiding the slow method of writing the so-called library hand, and providing a much neater collection of cards for the use of the public. A special machine has been used for preparing the book cards, which will save much time and eventually dispense with the pen in this work. It will be necessary to have several more typewritten copies of this catalogue when the new building is occupied. The records of the library are now fairly complete as in modern libraries—accession books, shelf lists, records of books worn out and lost, and of current periodicals received by subscription and gift. Five thousand six hundred and ten entirely new catalogue cards have been made and filed in the catalogue during the year, but this represents only a small part of the work necessary to keep a first-class dictionary catalogue at its highest point of usefulness. One thousand one hundred and forty-eight books have been worn out or lost and paid for, or for other reasons been withdrawn from circulation. Many of the more popular books have been replaced by new copies, and many more will be replaced as soon as the book fund is properly increased.

The printing of finding lists or of monthly bulletins, should that be deemed advisable, can be commenced at any time. Valuable pamphlets have been classified, catalogued, and can easily be prepared for binding. Missing periodicals have been noted, and old periodicals have been saved with a view to making scrapbooks, and collections of portraits such as are found valuable in other libraries, while duplicate periodicals have been sorted out ready for sale or exchange. Some material has been collected also for making bibliographies on current topics, and with a view to the future work with school children. No step has been taken without considering the good of the library, both at the present and in the future. The urgent needs are more books and better facilities for placing the books in the hands of readers, and this means good catalogues.

Carlyle in describing the British Museum said:

A library is not worth anything without a catalogue. It is a Polyphemus without any eye in its head, and you must front the difficulties, whatever they may be, of making proper catalogues. The worst catalogue ever drawn up by the hand of man

was greatly preferable to no catalogue at all, and that the building of a dictionary catalogue, as well as a system of classification, is an undertaking of magnitude and requiring technical knowledge. The science of cataloguing has had for centuries a literature of its own.

ORDER WORK.

With our small book fund and the constantly growing demand for books, it is more than ever necessary that the selection of books to place on the shelves should be carefully made. Such an immense number of publications are extensively advertised which upon examination prove valueless, that to guard against these worthless publications, literary reviews, criticisms and advanced notices must be studied, publishers' trade lists looked over for editions, binding and prices, and books out of print and rare must be sought in the catalogues of second-hand dealers. Rare training and much labor are required to know the strength and weakness of all classes of books, and it is necessary in ordering to fill all gaps that the library may grow proportionately. With the limited force it has not been possible as yet to organize a regular order department, but after installment in the new building this will be an absolute necessity, and some provisions are being made for it.

BINDING.

During the next few months every book in the library should be carefully examined, and those needing repair put in perfect order. Some of this work—such as cleaning soiled margins, mending torn pages, pasting in loose illustrations, and the like—can be done at the library, but when the stitching is broken, whole signatures loose, or the book has a "broken back," it must be sent to a regular binder. Every book should be ready to issue as soon as the library moves into its new building. The supply of books then will be far below the demands of the public, even if every volume is available. During the past year over 2,000 books were rebound, and a much larger number will probably need rebinding during the next year, owing to the wear and tear of constant use. A careful examination of the shelves will probably show several thousand volumes in need of repair. Five hundred and twenty-five periodicals were bound last year. These were the later numbers of magazines taken in the reading room, and in few cases do they make our sets complete. During the coming year the current numbers will be more than last year, and in addition to the cost of binding them the library should have money for completion of breaks in the sets. Many of these earlier volumes are now on hand waiting to be bound. Friends of the library have generously given thousands of unbound periodicals, and if the binding fund were larger there is no doubt that fifteen hundred volumes could be prepared for circulation at once. At present two rooms on the top floor are devoted entirely to unbound periodicals.

The popularity of the library would be greatly increased if all these magazines could be bound and placed on the shelves of the new periodical room. At least \$5,000 will be necessary to do the work the coming year, and there should be a larger margin for unexpected binding. The true economy of having a binding fund is shown by the experience of the library during the past year. In 1899-1900 there was no binding fund and books circulated until they fell to pieces, consequently 2,232 volumes were worn completely out. In 1900-1901,

by careful management of the appropriation for binding, the most popular books were kept in fair condition, and only 1,129 volumes became useless, only a little more than half as many as during the preceding year, and this in spite of the fact that most of the books in the library were older and the circulation had increased. These facts show conclusively that with prompt repairing the books can be made to last much longer. Three-fourths of the books now in the library are gifts from public-spirited citizens who have taken volumes from their own collections to present. These books, being more or less worn, often require necessary repair, and in order to keep them in circulation need rebinding very soon. The new books bought for the library are from regular book dealers' stock, and neither paper nor cloth covers are suited to the constant handling they receive in a public library. The plates loosen, the stitches break, corners wear rough, and soon a popular book must be rebound or else it is unfit to circulate. The poor paper and binding used in modern books is a matter frequently discussed at the meetings of the Library Association, and the experience of our own library is repeated in every large circulating library in the country. As Mr. Spofford says:

Few books are issued either here or abroad in what may be called permanent bindings. Every library strives to keep its books neat and attractive, and there is no question that readers take a greater interest in books that are neatly and attractively bound, than in volumes dressed in mean garb. The care bestowed upon thorough and enduring binding can hardly be overrated, since the life of the book depends upon it.

Mr. Dana, librarian at Springfield, Mass., has clearly stated the difficulties under which public libraries suffer when buying new books. He says:

Most books are poorly made and will not long stand the wear and tear of constant use. The bindings in which they are purchased are usually made of very cheap material, and books and bindings are generally carelessly put together. The paper used is, as a rule, thick, heavy, and pulpy. This makes the book look large. Very often the glue on the back of a book splits away from the leaves. But if the book be taken in time and sent to the bindery it, if properly bound, will be much stronger than before.

It is only a question of time when nearly all the books now in the library will need rebinding.

In addition to the books in the circulating department of the library there is a large collection of periodicals, many of them unbound. Since the printing of the Poole Index, which analyzes the contents of 187 sets of different periodicals, many of the sets containing hundreds of volumes, libraries have found serials of the greatest value to all students. Every large library now attempts to have as complete sets as possible and to have them bound and ready for use. The plans for the new building provide a large space especially for them, and it is to be hoped that the library will have such a collection as will be a credit to the city. Thousands of magazines have been given, many of them scientific and technical and of the highest value. These only need binding to be put in the hands of readers. The library has been given a fund to pay the subscription price of a certain class of serials and these should be, of course, bound and preserved whenever a volume is complete. Another class of unbound literature is made up of monographs, reports, and such valuable special treatises. These pamphlets can not be issued in their present condition, but will form an interesting addition to the library as soon as properly bound.

Every library finds that even if the books are not in constant circulation, and so wearing out by use, the volumes that stand on the shelves often need repair, since the leather backs are injured by heat and bindings warp and collect dust. A certain amount must always be allowed to keep these standard works in perfect condition. These are the main needs in every library for a large expenditure on binding, but in a library like ours, where the circulation is so great in proportion to the number of books, a large fund for binding is especially necessary. With this increased fund the foreign books which are generally given to the library in paper covers can be made available for circulation when properly bound.

In connection with the circulation of books there is quite a number each week which must be withdrawn to be repaired, and in order to be of use to readers it is necessary that this work be done as speedily as possible. The most convenient method is to have this done at the library. The same may be said of rebinding and the binding of new books. Many libraries have all their binding done in the library itself, thus avoiding the risk of loss, and having the books near at hand at all times, which is often a very important matter.

In looking into this subject I have made some inquiries as to the expense of a small binding plant to be located in the new building, and find it will not be over \$1,000. Doubtless this small sum expended would be fully repaid in a short time, to say nothing of the great convenience of having the books at hand and saved from the danger of loss by removing them from the library and kept for a time in a building not fireproof. As a provision for this I recommend that an estimate be submitted for a binding plant to be placed in the rooms set apart for such purposes in the new building.

READING AND REFERENCE ROOM.

Aside from the shelf and delivery rooms, the greatest need during the year has been a larger space for readers in the reference room, which has been crowded both day and night. The demand has been so great that it has been utterly impossible to accommodate those wishing to use the room. The list of reference books has been increased to a considerable extent, so that the collection is a fairly good one for the size of the present library, but entirely inadequate to the needs of the public when the library is transferred to the new building. The collection of periodicals has not been materially increased during the past year owing to the lack of funds, the principal means of support being the interest from the Henry Pastor memorial fund; but the additions to the list of bound periodicals in the library by gift and purchase has been considerable.

As suggested in my last report, it has proved necessary to have in charge of this room an assistant who has the requisite familiarity with books and with the needs of readers, making special investigations in any specific work. It has been a source of gratification that this department has been so largely used during the year, and it is very important that as soon as possible proper conveniences may be furnished, when this will become a very essential department of the library for students and workingmen in the various industries, and especially to those who can use the library only during the evening hours.

CHILDREN AND THE SCHOOLS.

One of the most gratifying facts has been the constantly increasing number of readers among the children, the majority of whom are from the public schools, and this in spite of the fact that owing to the crowded condition of the library and lack of room no special work has been undertaken with the teachers or pupils of the schools of the city. It is hardly necessary to state more fully than was given in the last report in regard to the proposed children's room, as ample provision for the room has been made in the new building. There is still imperative need of greatly improved facilities, as to books, periodicals, and incidental accessories, and especially for an assistant well trained for work with children to be put in charge of this department of the library. Such a person in connection with the schools should assist in cultivating a taste for reading good books and periodicals, and have a knowledge of the way to guide and urge the younger readers to make their own selections, a thing which they are always very anxious to do.

The record of books borrowed from this department shows the young people's interest in the reading of good books, and this may be taken for granted, as Matthew Arnold says, "that culture is reading, but reading with a purpose to guide it and with system. He does a good work who does anything to help this; indeed it is the essential service to be rendered to education." This is what the schools really ought to do in the early years of study in connection with the use of libraries, and may be considered the foundation of a liberal education.

Everyone who is trained to read books for a purpose finds in them the power there is in life—that is, the power to become an important member of society, one who carries into life a deference for acquired knowledge, which is of incalculable value to youth, especially where there is tendency to think that there is no special need to profit by the teachings and experiences of those who have gone before.

BOOKS IN WASHINGTON.

Perhaps in no city is there so great a contrast between the number of books and the lack of facilities for their use to the general public as in Washington, and this condition of things can not be avoided except by having a large, well-endowed public library. In this capital of the nation many large special libraries must be maintained and used only by a limited number of people. The Library of Congress is a national library and for a specific purpose, and of necessity this and the other special libraries can only be used as provided by law, not being intended for general circulation. The accumulation of books in Washington is large for a city of its size. There were in the public libraries of the whole United States in 1900, 59 books to every 100 population. The District of Columbia has in its various governmental and other libraries 899 books to every 100 population. Now the great question seems to be how to bring books and people together in the most efficient way. There seems but one answer to the problem. Those who have the leisure to go to the Library of Congress will find most of the books waiting for them; those who must do their reading at home or at odd moments snatched from other occupations—and these are the great majority—can not go to the books; the books must go to them. These are the people who will be best served by a free

circulating library. According to the bare statistics, without explanation, the residents of the District of Columbia should find it about fifteen times as easy to secure appropriate reading matter as the average citizen of the country enjoys. But the facts are that the people of Washington have hitherto had very limited facilities for enjoying the full benefits of free libraries and can not expect to have them until the collections of books in the public library is increased a hundredfold, and this can alone be accomplished by very large appropriations for books for the new building as soon as possible, so that arrangements may be made for branches or stations for the distribution of books in different parts of the city.

LIBRARY FORCE.

The regular force, though small, has been able to accomplish a great work in organizing and carrying on the library as well as it has been done since its foundation; every assistant, cataloguer, or in fact any employee of whatever grade, does the best work only after years of service. A library dealing with the public is not the place for experimenting, as the needs of the service are too urgent and the demands for trained workers too great. Persons working under these adverse conditions, such as have been existing here, should have some hope of improvement of the conditions in the future. The need of increased salaries for the grade of work that must be done is urgent, so that, as already stated, this library may stand on a par with other institutions. Some 36 persons have been permanently or temporarily employed in the library since its work began. A serious result that may be expected from the lack of proper salaries for the skill demanded will be noticeable in the circulation. To serve the public properly at the delivery desk requires considerable skill, tact, and education. It is the one place where it is dangerous to have untrained assistants. Where the work is directly with the borrower it becomes absolutely necessary that mistakes should be few, as they are so serious when made. There is little doubt but that the small increase in the desk force provided for 1901-1902 will cause a growth in the use of the library, and with the proper appropriations for the next year there will be a manifest increase in the daily average of the circulation.

The readers in a public library represent all classes of society and all need help to a greater or less degree. In the circulating department, success is in a large measure due to the personality of the assistants. A good desk assistant must be well educated, courteous, patient, tactful, must have a grasp of details, and added to these requirements an abundance of physical strength, as the work is hard and constant. The position is a very trying one. As the disappointed borrowers constantly complain when the book wanted is "not in," the assistant must try to satisfy them by selecting some other popular book if a novel was asked for; and if a classed book, some other reliable authority that will give the information sought. Whatever the service, it must be pleasantly given, for only thus can the library and the people be kept on a friendly footing.

The need of putting the very best people in contact with the public is evident, as it is from the desk assistant that an estimate of the library is made, and if ignorant and inefficient attendants wait upon the public it injures the library in every way; in fact no assistant

should be taken into any position, however small, who is not worthy of promotion when opportunity offers, and it is by such appreciation that the best work is secured.

Aside from the circulation of books the truest estimate of the efficiency of a library is to be reckoned from the ease, skill, and promptness with which it supplies those books to the public. Long rows of shelves overcrowded with volumes do not serve their purpose unless the volumes are quickly accessible. Therefore, in a public library particularly, it is of the utmost importance that at the delivery desk the appreciative public should be accommodated.

In the reference work quite as much as in the issue work the need for well-trained assistants is felt. A reference librarian must have all the qualifications of a desk attendant, and added to these a large sympathy and intuition to supply the wants of people who have only vague ideas of what they seek. Much tact is required to deal with the general public, as it is composed of all sorts and conditions of people, for the timid must be encouraged and helped and no one offended. The reference librarian should be familiar with reference books, indexes, current periodicals, and should know thoroughly the resources of the library, as so much of the real usefulness of a library depends upon the ability of the assistants who know just where to find the things required. In a small library such as ours this assistant should be able to meet the borrowers, to explain the uses of the dictionary catalogue and the classification by which books on the same subject are brought together on the shelves.

The usual estimate as to the compensation of employees in libraries has been to make a comparison with the public schools—the librarian of a public library in a city having the same salary as the superintendent of schools, the assistants of higher grades the same pay as principals and teachers in the high schools, and the other attendants in the relative ranks of other grades of teachers in the schools. Taking this ratio there should be quite an increase in the salary list of the different grades of those employed in the library. The number of attendants and others required will depend somewhat upon the amount of appropriations for the purchase of new books for the year. In the Enoch Pratt Free Library the force in the library building proper, not including the branch work, numbers some 43 persons, as follows: Librarian's office and assistant, 6; reading room and reference department, 1 in charge with 3 assistants; catalogue department, 1 in charge with 6 assistants; binding, 1 in charge and 2 assistants; delivery and registration, 1 chief and 18 assistants and clerks; 2 janitors, and 2 others. In this force no provisions are made for cleaning the building, as this is done by contract.

The opening of the new building demands large appropriations for books, as there is needed a collection of 100,000 volumes as soon as possible, and hence, if the allowance be somewhat greater at the present, less will be required in the future, after the different classes of works in the collections are fairly represented.

The amount needed for the next fiscal year will not be less than the following, taking a very conservative view of the needs of the new library building for the year 1902-3:

1 librarian	\$3, 000
1 assistant librarian	1, 200
1 assistant, reference room	900
1 assistant, children's room	720

1 assistant, children's room	\$540
1 assistant, issue division	720
1 assistant, issue division	600
1 assistant, issue division	540
1 assistant in registry division	600
1 cataloguer	900
1 cataloguer	720
1 cataloguer	600
3 temporary cataloguers, at \$540	1,620
1 stenographer and typewriter	720
2 attendants, reading room, at \$480	960
1 attendant, reading room	360
2 attendants, delivery room, at \$480	960
2 attendants, delivery room, at \$360	720
2 messengers, at \$360	720
2 janitors, at \$480	960
1 engineer of building	900
1 fireman	540
1 workman	480
4 charwomen, at \$180	720

GENERAL EXPENSES.

For purchase of books and periodicals	40,000
For binding (including binding plant)	6,000
For fuel, light, transfer of books and furniture to new building, fitting up of building, and other contingent expenses	9,000

NEED OF AN INCREASED BOOK FUND.

It seems hardly necessary to call attention to the need of very large appropriations for the purchase of books. With less than 23,000 volumes at present to be transferred to the new building, and these not new books, it will be seen that there should be provision made for 40,000 or 50,000 volumes at once; in fact, before the appropriation for 1902 becomes available. Seventy thousand books will be rather a small collection for the new quarters and the demand that will be made by the public. Mention may be made of some of the special needs which will be required at the earliest possible date. The library needs bibliographies. They are the working tools with which to prepare a fine collection of books for the use of the public. The library needs under this head catalogues of other libraries, lists of books on special subjects, all the literature on library history and economy, and the many technical works on cataloguing, indexing, and the administration of libraries. During the last twenty-five years the rapid growth of public libraries has called forth many works on their management, also many publishers' lists like the Trade List Annual and the reference catalogue of English books, booksellers' catalogues like Quaritch, catalogues of the sales of private collections, and bibliographies of American literature. There should be a fairly large collection of reference books for the use of the public.

The man who stops at the library to learn the date of some important invention, the woman holding a street-car transfer who hurries in to ask the author of some favorite poetical quotation, the school child preparing a little essay for next day's history lesson want exact, brief, and quickly found information. It would be absurd to refer such persons to a shelf of books and say: "Here are the works on useful arts and inventions;" or, "The library has hundreds of volumes of poetry, here is the catalogue;" or, "Look at all these works on history."

What is wanted in such a case is a good encyclopædia, dictionary, volume of quotations, or reader's handbook, and an assistant who is thoroughly familiar with the books and has time to help each inquirer. The library now owns a very few of the necessary English and American reference books, but needs many more. And it should have foreign dictionaries and cyclopædias such as the recently completed National Biography, Larousse's Dictionnaire Universel, Meyer's Lexikon, and especially works in Spanish.

Of the general works needed by the library, those next in importance to cyclopædias are the American and foreign periodicals. These contain a mass of curious information, more varied and nearer up to date than that found in any other class of books. Many important articles in magazines are never reprinted in book form, but by the help of indexes they can be readily found, and often give exactly the information desired. New inventions, scientific discoveries, and the discussion of political questions are treated in magazines long before they are incorporated in cyclopædias.

Through the kindness of friends the library has now several hundred bound volumes of magazines, but few of the sets are complete. All these breaks should be filled, and also many sets not now in the library must be added. Not only sufficient money, but also time and skill will be necessary in completing the collection of periodicals, for the old volumes must be secured from secondhand dealers or at private sales.

Of course the collection of rare and costly periodicals is left to the Library of Congress, but the Public Library should be able to furnish the back numbers of the more popular magazines and those on its present subscription list. The subscription list might well be many times larger than it is.

One of the library's most important functions is to guide the reading of school children, and not only furnish books to help them in their class work, but also supply attractive stories which will cultivate a love of reading. Every public library recognizes this duty. A children's room has been provided in the new building, but books are needed to fill the shelves. The library now has very few juvenile works, yet the corner where they are shelved is carefully examined by every child who comes to the library. It is no unusual thing for a little girl to approach one of the assistants and say wistfully, "I've read every book on the shelf. When do you suppose one of Miss Alcott's books will come in?" The boys take more vigorous measures, and lie in wait on the stairs or at the door until another boy is seen coming with a book he wishes to return. They pounce on him with eager inquiries as to the coveted books. If it proves to be something desired, the newcomer is escorted to the issue desk, and greedy eyes follow that particular book till it is ready to be given out again. Children have sometimes waited two and three hours at the library hoping that some favorite story might be returned. It is certain that ten times as many good juvenile books could be circulated if the library had the money to buy them.

What has been said of juvenile literature applies in a still greater degree to fiction. Of many standard novels we do not own even one copy. No library can expect to supply the demand for such works as *Eben Holden* and *The Crisis*. But by means of its self-sustaining duplicate collection the Public Library has been able to furnish many

copies of the popular books. The older literature, which must be bought from the regular book fund, has worn out from constant use, or else never was in the library at all. A large book fund is needed to supply sets of Dickens, Thackeray, Scott, Jane Austen, and the like. The demand for these older works is constant, and it is especially noticeable here in Washington, where there are so many temporary residents. They own the books but their libraries are somewhere else, and when they wish to read their old favorites they do not care to sit all day in the Library of Congress. So they come to the circulating library from which they can draw a volume and keep it in their homes for two weeks. It is hard to tell such readers that the library does not own the books or that all the copies are out. The St. Louis Public Library has boasted for years that no reader who asked for an old standard work ever went away unsatisfied; there were always enough of these to supply the demand. Consequently *Les Misérables*, not *The Master Christian*, headed the St. Louis list of popular novels.

The present general library, including such classes as religion, biography, history, literature, and the like, is composed largely of gifts. With but \$6,000 ever appropriated by Congress, not many books could be purchased. Under the circumstances the collection is fairly good, and having been thoroughly catalogued and the books analyzed when necessary, the library is much more useful than a larger number of books not so well catalogued, but our 22,800 volumes will seem very few when shelved in the new library building. The current publications number many thousands a year. The American catalogue of books, issued 1890-1895, contains about 25,000 titles. A still larger number have been issued in the past five years. Most of these works can be consulted at the Library of Congress, but many of them are such as readers wish to take to their own homes; these should be found in the circulating department of the Public Library. Aside from these current books there are many old volumes now out of print or not in the hands of dealers which should be on the library shelves. They are often the best books on their subjects and are called for constantly, but unfortunately the library has no copies.

The donations to the library do not cover all branches of knowledge, and while rich in some subjects there are serious gaps in many classes of books. For instance, the Audubon Society has given many valuable books on birds, so that the library can furnish much information on that subject. On the other hand, we have almost nothing about Shakespeare. We need sets of Rolfe, the Cambridge and Temple editions, textual commentaries of every kind, and, in fact, almost everything about Shakespeare. The patriotic societies have given valuable works about the Revolution, and one friend of the library has given it a set of the Campaigns of the Civil War, but of the war of 1812, Mexican war, and State histories we have almost nothing. At the time of the District of Columbia centennial the Normal School Library, at the Franklin Building, showed a much better collection of the books about Washington than the Public Library of the District of Columbia.

As soon as possible the library should have a well-rounded collection, not given up to specialties, but with books on different subjects in fair proportions. This work of filling the gaps should commence at once. The labor of preparing lists of needed books and securing the older ones will take more time than to buy the current works directly from the dealers. The few months between the occupation of the new

building and the commencement of the next fiscal year will hardly be sufficient for all the necessary work. The Carnegie Library of Fort Worth, Tex., which does not expect to open its doors for circulation for several years, has already appointed its librarian and assistants and furnished the funds to begin the purchase of books. The late Philip Armour, when planning the library of the Armour Institute in Chicago, followed the same policy. He appointed his regular librarian and assistants ten months before the library was to open, but employed all the extra assistants necessary to prepare the books and have everything in perfect order for the opening.

Our library being composed so largely of gifts, it is natural that the proportion of books on different subjects should not be very well arranged. Some classes are weak, while others are strong. At a general discussion in the world's library congress, Chicago, 1893, it was the opinion that in a well-rounded public library the books should be distributed about as follows: General works, 2 per cent; philosophy and religion, 8 per cent; biography, 10 per cent; history and travel, 23 per cent; social sciences, 6 per cent; natural sciences, 8 per cent; useful arts, 6 per cent; fine arts and recreation, 4 per cent; language and literature, 13 per cent; fiction, 20 per cent.

A rough count of the books on different subjects in this library, June, 1900, showed that they were distributed about as follows: General works, 5 per cent; philosophy and religion, 4 per cent; biography, 7 per cent; history and travel, 14 per cent; social sciences, 5 per cent; natural sciences, 5 per cent; useful arts, 3 per cent; fine arts and recreation, 2 per cent; language and literature, 20 per cent; fiction, 35 per cent.

It will be seen that while the library, for its small size, is fairly well supplied with general works, language and literature, and has proportionally an excess of fiction, it is very weak in other classes. That it should fall below the average in books treating of the useful arts, such as mining, engineering, electricity, etc., is quite natural, for each library tries to adapt itself to the local needs, and there are probably fewer mechanics in Washington than in any other city of the same size. The demand for books on the social and natural sciences is probably largely met by the technical libraries in the different departments. The library need only provide the more popular works such as would be used by the general public and by school children, and should refer specialists to other sources of information in the District. The library's funds can be better expended than in duplicating costly technical works already available in special libraries. The library has only half as many books on philosophy and religion as might be expected.

Possibly the libraries of the various denominational schools in the District, the Library for the Home Study of the Scripture, and the reading rooms connected with many of the churches partly cover the field of philosophical and religious literature, but the demand at the library for this class of books is quite large. This leaves biography, history, travel, fine arts, and recreations as the classes in which the library is most deficient, and these are the very classes in which a public library in Washington should be strongest. These biographies should be in a circulating library where every citizen can freely secure the book to read at his leisure and to which teachers can refer their pupils. It goes without saying that the library should be particularly strong in history, not only local and national, but also in foreign history, both ancient and modern. Where more than in Washington does one have

references to historical personages and events, and where else should the school children be more thoroughly drilled in patriotism?

Referring to the need of books on travel and description, it is only necessary to recall how large a proportion of our readers are temporary residents, what a migratory class the Washingtonians are, and how our readers come from all parts of the world. The library should be well supplied with every book that can be classed as geography. Persons wish to read about places they have seen or expect to see, or gain information about localities mentioned by acquaintances. Washingtonians, as a class, have wider sympathies than the residents of any other American city and feel the spirit of the times more quickly because of the close relations between the residents and the Government.

A collection of books on fine arts, amusements, athletics, and the like would attract many readers. This is a favorite home of artists, and lovers of the fine arts find Washington, with its art gallery and decorated public buildings, a pleasant winter resort. Their tastes should be consulted in purchasing books for the library, just as in another city a librarian would select with reference to the leading industries of the town.

Wherever there is a large leisure class recreations fill much of the time. Recognizing that fact, the public libraries near summer resorts collect books on outdoor sports, games, theatricals, and amusements of all kinds. The same influences surround the library here, and special efforts should be made to form collections of books sufficient to meet the demand. In addition, therefore, to its book fund for providing a symmetrical increase of the collection, the library should have special sums to bring the classes of biography, history, travel, fine arts, and recreations up to a fair standard.

To show that a small book fund does not permit the best growth of a library it is only necessary to examine the accessions of the past year by classes. Expensive books could not be purchased, and of course quite a portion of these were fiction, the percentage being larger than the normal growth of a public library. This excess is largely due to the demand for books of this class for the duplicate collection, which was really a free gift to the library, and the seeming excess is not so much a larger proportion of the books in the library as it seems, but merely from the meager supply in some of the other classes.

Although the count of June, 1900, showed what classes needed building up, still it was not possible to purchase the books. Travel, description, and fine arts are expensive works, and old books on the subjects are seldom worth purchasing, as they are so soon superseded. Consequently only 5 per cent of biography was bought during the past year instead of the 10 per cent needed, 9 per cent of history and travel when we should have had 23 per cent, and 2 per cent of fine arts and amusements when those classes should have made up at least 4 per cent of the accessions. In view of these facts there is a special need for an increased book fund, and all necessary facilities to properly carry on this part of the work and make the collection of books to some degree what it should be.

ADDITIONS TO THE LIBRARY.

The additions to the library during the year as far as classified are, classed books 2,211, divided as follows: General works, 49; periodicals, 340; philosophy and religion, 146; biography, 218; history and travel,

Quinn's Manual of library cataloguing and Manual of library classification; Blackburn's Hints on catalogue titles and index titles; Wheatley's How to catalogue a library; Powers's Handy book about books; Clegg's International direction of booksellers; Messages and papers of the Presidents, 1789-1897, 10 volumes.

The library has also attempted to provide interesting reading matter on current topics, and in this connection it may be noted that the following books have been added during the past year to the library's former collection on China: Colquhoun's China in transformation, 1898; Gorst's China; Smyth's Crisis in China, 1900; Tcheng-Ki-Tong and Gray's Chinese empire, 1900; Ball's Things Chinese, 1900; Wildman's China's open door, 1900; Will's World-crisis in China, 1900; Smith's Chinese characteristics, 5th ed., and Village life in China, 1899; Giles's History of Chinese literature, 1901; Parker's China, her history, 1900; Wilson's China, travels, 3d ed., 1901; Landor's China and the allies, 2 volumes, 1901; Holcombe's Real Chinese question, 1900; Chang-Chih-Tung's China's only hope, 1900; Martin's Siege in Peking, 1900.

SPECIAL GIFTS TO THE LIBRARY.

The gifts to the library, especially of books, has not equaled the former year, owing to the fact that a private collection left by bequest has not yet been formally turned over to the library, and will not be until the settlement of an estate. The only money donations received were \$100 from Messrs. Woodward & Lothrop for books, and \$100 from Col. James T. Du Bois, the interest on the Henry Pastor memorial fund.

The number of donors of books was 183 and the number of volumes 1,347, pamphlets 175, and periodicals 2,336, showing an increase of periodicals over that of last year of 2,045. Principal among the donors were Mrs. Sarah Clementson, 53 volumes; Miss C. Pile, 61 volumes; Mr. T. C. Dix, 62 volumes; Mr. W. T. Moore, 22 volumes; Miss Eliza Gardner, 93 books, including several valuable Scotch works; Mrs. F. E. Woodward, 12 volumes; Mrs. J. B. Kendall, 21 volumes; Mrs. L. A. Estes, 109 volumes; Mr. J. B. Nichols, 25 volumes; Hon. G. B. McClelland, 20 volumes; Mr. S. N. E. Walters, 154 books and 603 periodicals; Mr. T. L. Cole, 56 books and 158 periodicals; Evening Star Newspaper Company, 243 books; Mrs. H. M. Pilling, 12 books and 58 periodicals; Mrs. George F. Koonce, 23 books; Mr. E. D. Heald, 120 books; Mr. F. W. Tower, 32 books; J. T. Motter, 233 periodicals; Bureau of Education, 300 periodicals; Mrs. H. C. Steuart, 30 books.

DEVELOPMENT OF PUBLIC LIBRARIES.

In late years the increase in the number of public libraries and the wonderful growth in their value and efficiency among the masses of the people has been very marked and gives promise of greater things in the future. Mr. C. A. Cutter, in a late article on the growth of libraries, says:

The century's library history falls into two main periods—the first three-quarters and the last quarter. The first is characterized by paucity, poverty, slow increase, slow development of purposes and methods, by conservatism, limitation, and restriction. The latter period shows an astounding increase in number and size; money given in an increasing ratio; library buildings going up all over the land, their situa-

bility to their purpose improving; experiments making in administration; new channels of library influence constantly opening; the collection of books, though no longer considered the main object, going on more rapidly; the use of the books, now regarded as the supreme consideration, daily spreading in all directions. The causes of this luxuriant growth are many. Chief, no doubt, is the increase in population and wealth, which has at the same time led to the foundation of hosts of new libraries and quickened the growth of those planted during the first period. Another cause is the spread of education and culture, furnishing an army of readers with awakened minds. The trend of opinion is toward libraries established by legislation, supported by taxation, helped as far as possible by private generosity, managed by their own authorities, free to all, the library of the people, by the people, and for the people.

In the last half of the last quarter of the century, great as has been library progress in everything else, the progress in ways of reaching the public has been greater. Go into a modern library and see the steady stream of books flowing into the hands of every class in the city, their time of waiting reduced to a minimum; see hung up near the delivery desk lists of the best new books, made attractive by pictures and instructive by criticism; at the information desk watch the versatile clerk answering a constant succession of questions about the most diverse subjects, telling one where to look, rescuing another from a fruitless search, explaining the reference books, directing to the shelves, guiding the reading; see in convenient nooks the portraits of authors whose birthday is at hand hung over tables covered by their writings and the works about them, or look at other tables spread with the best that the library has on approaching anniversaries, Christmas, Halloween, the discovery of America, at once showing the resources of the library, and suggesting to frequenters to read for some better object than entertainment or novelty; go into the children's room, mark their satisfaction as they cluster 'round the shelves and discuss their favorite books, or sit absorbed, the older ones in magazines, the younger in picture books; see their friend, the attendant, helping them, or rather showing them how to help themselves, now and then putting in a word about their choice of books, but obtruding nothing; in a class room see a school teacher showing her scholars the books that illustrate their lessons; go into the exhibition room and see the lines of photographs illustrating some great painter, or the architecture and art galleries of some famous city, the dwellings and peasantry of some unknown country, the peaks and glaciers of a great range of mountains; hear in one room a man reading to the blind, in another a musician trying music, in a third see a photographer reproducing manuscript documents; here a clerk is dispatching books borrowed by a distant library for one of its clients, there another is choosing books which are sent once or twice a week to a delivery in an outlying village; an intelligent assistant will go with them and, knowing all the borrowers, will recommend to each the book which will suit him best, gently leading him to better reading—a sort of pastoral care that it is not easy to give in the rush of the crowded central delivery room; note that this goes on ten or twelve hours every day in the year; that it is free to all; that if formerly libraries were for the learned, now it is certainly to the ignorant that the gospel of learning is given, and then say whether the public library is failing in its duty to the community.

GENERAL NOTES.

During the year the librarian has made brief visits to several libraries with the special purpose of noting their interior construction and arrangement, in order to plan for the furnishing of our new building, and among these were the Public Library, Newark, N. J.; Forbes Library, Northampton, Mass.; Public Library, Lynn, Mass.; Public Library and Harvard University Library, Cambridge, Mass.; Public Library, Athenæum, and the State Library, Boston, Mass.

In July he attended the annual meeting of the American Library Association at Waukesha and Madison, Wis., visiting on the way libraries in Buffalo, N. Y.; Chicago, Ill.; Milwaukee, Wis.; and several others.

Proper acknowledgments are due to the president, officers, committees, and members of the board of trustees for the generous aid given the library in every way, and their constant support of those in charge of the library in its management, thus making possible what success has already been attained. In addition to this, the faithful and devoted

work of assistants and attendants in the library should not be forgotten, for it is due to their earnest cooperation under many discouragements that the work of the year shows so much of real progress.

WESTON FLINT, *Librarian*.

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

List of scientific periodicals purchased by the Henry Pastor memorial fund.

[M., monthly; W., weekly; Q., quarterly; F., fortnightly.]

M. American Electrician.	M. Engineering Magazine.
W. American Architect and Building News.	W. Engineering Record.
W. American Gardening.	M. Ice and Refrigeration.
M. American Journal of Science.	M. Inland Printer.
W. American Machinist.	W. Iron Age.
M. American Naturalist.	M. Marine Engineering.
M. Anthony's Photographic Bulletin.	M. Meehan's Monthly.
M. Art Amateur.	M. Mines and Minerals.
M. Art Interchange.	M. Photographic Times.
Q. Auk.	M. Popular Science Monthly.
M. Carpentry and Building.	W. Scientific American.
M. Cassier's Magazine.	W. Scientific American (supplement).
W. Country Gentleman.	M. Scientific American, Builder's Edition.
W. Electrical World and Engineer.	M. Sibley Journal of Mechanical Engineering.
W. Electrical Engineer.	M. Street Railway Journal.
W. Engineering.	

List of periodicals purchased from book fund.

M. Atlantic Monthly.	M. Literature.
M. Birds.	M. Little Folks (Cassino's).
Bi. M. Bird-Lore.	W. Living Age (Littell's).
M. Blackwood's Magazine.	M. McClure's Magazine.
M. Bookman.	M. Munsey.
M. Cassell's Little Folks.	W. Nation.
M. Century.	M. Nineteenth Century.
M. Chautauquan.	M. North American Review.
M. Contemporary Review.	M. Outing.
M. Cosmopolitan.	W. Outlook.
M. Critic.	M. Physical Culture.
M. Dial.	M. Plant World.
M. Dramatic Magazine.	M. Public Libraries.
M. Fortnightly Review.	W. Public Opinion.
M. Forum.	W. Publisher's Weekly.
Q. Edinburgh Review.	M. Puritan (now Junior Munsey).
M. Education.	M. Review of Reviews.
W. Great Round World.	W. Science.
M. Harper's Bazar.	M. Scribner's Magazine.
M. Harper's Monthly.	M. St. Nicholas.
W. Harper's Weekly.	M. Self-Culture (now Modern Culture).
M. House Beautiful.	M. Studio, The.
W. Independent.	M. Westminster Review.
M. Kindergarten Review.	M. Windsor Magazine.
M. Ladies' Home Journal.	M. Woman's Home Companion.
M. Leslie's Popular Monthly.	W. Youth's Companion.
M. Library Journal.	

List of periodicals donated by publishers and others.

Title.	Vols.	Nos.	Donors.
Q. American Historical Review	5, 6	4, 2-4	Gen. J. A. Haldeman.
F. Association Review	2, 3	4-5, 1-3	Publisher.
M. Brewer's Journal	24, 25	9-12, 1-8	Do.
M. Book Review	8, 9	7-9, 1-5	Do.
M. Bookman	11-13	5-6, 1-6, 1-4	Merrill A. Martin.
W. Boston Ideas	17, 18	21-26, 1-20	Publisher.
Q. Bulletin of Bibliography	2	4-7	Do.
W. Capital, Washington, D. C.	20, 21	3-26, 1-2	Do.
W. Christian Science Journal	18, 19	4-12, 1-3	Do.
W. Christian Science Sentinel	3	18-43	Do.
Q. Conservative Review	4	1	Neale Publishing Co.
M. Contemporary Review, New York edition...	78, 79	415-25	Dr. E. B. Loring.
M. Fortnightly Review, New York edition	67-69	403-13	Do.
M. Forum	29-31	5-6, 1-6, 1-4	Magazine Club.
W. Fraternal Record	4, 5	99-103, 4, 6	Publisher.
M. Herald of the Golden Age	5, 6	7-11, 1-7	Do.
M. Library Association Record	2, 3	7-12, 1-6	Do.
M. Library News-Letter	10, 11	4, 6-12, 1-3	Osterhout Free Library.
M. Library World	3	25-36	Publisher.
M. Literary News	21, 22	7-12, 1-6	Mary A. Barkley.
F. Literary World	31, 32	9-14, 1-6	Publisher.
M. National Geographic Magazine	11, 12	7-12, 1-6	National Geographic Soci- ety.
M. New England Anti-Vivisection Society	5	7-10	New England Anti-Vivisection Society.
M. New York Public Library Bulletin	4, 5	7-12, 1-6	New York Public Library.
M. Nineteenth Century, New York edition	47-49	281-291	James Lowndes.
M. Omaha Public Library Bulletin		26-30	Omaha Public Library.
M. Paradise of the Pacific	13, 14	10-12, 3-4, 6-7	Publisher.
Peabody Institute Library Bulletin		6-7	Peabody Institute Library.
M. Providence Libraries Bulletin	1, 2	7-9, 12, 3-6	Providence Library.
M. Sound Currency	7, 8	7-12, 1-2	
M. Suggestive Therapeutics	9	2, 4-6	Publisher.
M. Sunset	5-7	3-4, 6, 1-6, 1	Do.

List of donations 1900-1901.

Donor.	Books.	Pam- phlets.	Period- icals.
Miss Alice Frankel	1		
H. H. Darneille	5		
Smithsonian Institution		4	
J. Madison Cutts		3	
S. N. E. Walters	154		603
Secretary of State, Providence, R. I.	1		
T. L. Cole	56	8	158
Geo. L. Brinkerhoff	1		
H. M. Rochester	9	1	10
Manchester, England, Public Free Library		2	
Brooklyn, N. Y., Pratt Institute Library		2	
Miss Katharine V. R. Berry	11		
Gen. J. A. Haldemann	1		
Evening Star Newspaper Co.	243		
Mrs. M. L. Hall	3		
Norman H. White		1	
Providence, R. I., Providence Athenæum		2	
Rev. Chas. D. Crane		1	
Harvard University	1	2	
Miss Lena W. Ketcham	1		
J. A. Lucas			2
Bureau American Ethnology	3		
Mrs. Archibald Hopkins	6		
B. T. Tupper		1	
C. P. Clark	1		
Darius A. Green		1	
Mrs. C. C. Black	6		
Prof. C. K. Neal	7	25	364
U. H. Ridenour	4		
Upton H. Ridenour, jr.	4		
David Dick	1		
Miss Virginia Proall	1		
North Adams, Mass., Public Library		1	
Albert M. Reed	4		
Scranton, Pa., Public Library		1	
New York City Mercantile Library		1	
Mrs. David McKnight			550

List of donations 1900-1901—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Mrs. Daniel O. Knight	5		
Southern Industrial Publishing Co.			1
E. M. Hicks			2
Joseph W. Hancock	1		
Mrs. Virginia Macfarlane	3		
University of California Library		1	
Eau Claire, Wis., Public Library		1	
Cambridge, Mass., Public Library		3	
Salem, Mass., Public Library		1	
Washington National Monument	1		
Wm. L. Kimmell	1		
New York City Chamber of Commerce	1		
Mrs. M. H. Pilling	12		85
Byron Andrews	4		
Mrs. Helen Chapman	2		
Manchester, N. H., Public Library		2	
Peabody Institute, Baltimore		1	
St. Louis, Mo., Mercantile Library Association		1	
E. L. Morris		1	
Pasadena, Cal., Public Library			1
W. E. Waters	5		
Marblehead, Mass., Abbott Public Library		1	
United States War Department	1		
Burlington, Vt., Fletcher Public Library		1	
Mrs. Henry R. Searle			12
National Educational Association	1		
New York Free Circulation Library		1	
Taunton, Mass., Public Library		1	
D. C. Heath & Co.	1		
Watertown, Mass., Public Library		1	
Chicago Municipal Library		1	
United States Department of Agriculture	1		
Interstate Commerce Commission	1		
Frank Hume	1		
Philadelphia City Institute		2	
George F. Watts	4		
Atlanta, Ga., Carnegie Library		2	
Geo. F. Koonce	23		
Miss M. F. Nelson	6		
Council Bluffs, Iowa, Free Public Library		1	
District of Columbia Health Office	1		
United States Department of Interior	1		
Mr. E. D. Heald	120		
Omaha, Nebr., Public Library		1	
Chas. H. Swan, jr	1		
Marshall Field	2		
Ivar Jousson	1		
Albany, N. Y., State Library			15
D. O. Knight	1		
F. W. Tower	32		
Philadelphia, Apprentices' Library		1	
Bodleian Library, Oxford, England		1	
Ayr, Scotland, Carnegie Public Library		1	
Pittsburg, Pa., Carnegie Public Library		1	
Hoboken, N. J., Free Public Library		1	
New Bedford, Mass., Free Public Library		1	
Tokyo, Japan, Imperial Library		1	
Jamestown, N. Y., James Prendergast Free Library		1	
Chicago, Ill., John Crerar Library		1	
Danvers, Mass., Peabody Institute		2	
Belleville, Ill., Public Library		1	
Bridgeport, Conn., Public Library		1	
Chicago, Ill., Public Library		1	
Cleveland, Ohio, Public Library		1	
Fitchburg, Mass., Public Library		1	
Newcastle, England, Public Library		1	
Seattle, Wash., Public Library		3	
Rochester, N. Y., Reynolds Library		1	
Des Moines, Iowa, State Library		1	
Springfield, Ohio, Warder Library		1	
Chas. S. Tainter	5		
Public Library, Indianapolis, Ind		1	
J. Taylor Motter			233
Oil Era Publishing Co., Los Angeles, Cal		1	
Miss Annie E. Howell	9		
Mrs. P. Stubblefield	1		
Mrs. Effie O'Neill	1		
Commissioner of Education			300
United States Bureau of Education	2	2	
Bureau of Labor	1		
Mrs. Sarah Clementson	53		
Miss Amy Thompson	2		

List of donations 1900-1901—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Miss C. Pile	61		
Mrs. Z. D. Bucher	1		
Mrs. M. C. C. Gibson	1		
Mr. T. C. E. Dix	60		
Mr. W. T. Moore	22		
Mrs. Eliza Gardner	93		
The Neale Co		6	
Mrs. Charles C. Casey	2		
Surgeon-General United States Army	1		
Miss Emma M. Gillette	1		
Mrs. F. E. Woodward	12		
Laurence S. Brumidi	1		
Mrs. Wm. H. Towers	1		
Miss J. B. Kendall	21		
Medford, Mass., Public Library		4	2
United States Commissioner, Paris Exposition	2		
Bureau Statistics and Labor	1		
Mrs. L. A. Estes	109		
J. Henry Smith	2		
Wilmington, Delaware, Free Library		1	
Philip Hichborne, U. S. N		1	
W. C. Dodge	1		
Lieut. Col. W. H. Garden, U. S. A	1		
W. C. Droop	1		
Dr. R. W. Shufeldt		1	
Clinton R. Woodruff		1	
Mrs. Garrett L. Hills	1		
Edward Jagger	9		
C. K. Wood	5		
Miss Ruth Clark	3		
Miss Katherine Bury	6		
J. B. Nichols	25	25	
H. J. Rogers	2		
Miss Mary Holmead	11		
U. S. Census Office	1		
Newark, N. J., Free Public Library	1	1	
George Gibson	10		
Montreal, Canada, Free Institute		1	
Geo. B. McClellan, M. C	20	1	
Philadelphia, Pa., Free Library	1	1	
Religious Tract Society, London, England	1	1	
Dr. Howard	5		
Rudolph de Zapp		1	
Newcastle-on-Tyne, England, public libraries		1	
Princeton, University Library		1	
Wilmington, Del., Wilmington Institute		1	
Mrs. Kate W. Barrett	1	1	1
Dr. Wilbur L. Wright	1		
Dr. J. M. Sterrett	3		
Dr. W. W. Johnston		2	
Dundee, Scotland, free libraries		1	
Bristol, England, public libraries		1	
John Hitz		1	
Lynn, Mass., Public Library		1	
Providence, R. I., Public Library		1	
A. F. Hilyer		1	
Brunswick, Me., Bowdoin College Library		1	
Dr. Malcolm Storer		1	
Miss C. E. Andrews		9	
Mr. J. Gambar		1	
Wm. P. Vanwickle	1		
Mrs. H. C. Stuart	30		

Money donations.

Messrs. Woodward & Lothrop	\$100
Col. James T. DuBois, Henry Pastor memorial fund (interest on \$2,000)	100

Other donations.

W. V. Cox, 1 silver historical medal of the Capitol Centennial.
John Joy Edson, 2 inaugural souvenirs, 1901; 2 official medals, inaugural committee, March 4, 1901.
Minneapolis Public Library, forms and blanks relating to library.
Brooklyn, Pratt Institute Library, collection of forms and blanks for children's room.
Milwaukee Public Library, forms and blanks for children's room.
Kuhn Formaldehyde Generator Company, 1 Formaldehyde generator.

REPORT OF THE TREASURER.WASHINGTON, D. C., *September 1, 1901.*

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the public library during the fiscal year ending June 30, 1901.

Current expenses:

Appropriated salaries.....	\$5,260.00
Expended	5,260.00

Contingent fund:

Appropriated	3,500.00
--------------------	----------

Expended as per statement herewith	2,816.85
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Bills not yet rendered	683.15
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Total	3,500.00
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Binding fund:

Appropriated	1,500.00
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Expended	1,499.75
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Balance25
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Book fund:

Appropriated	1,000.00
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Expended	1,000.00
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Book fund donations:

Balance on hand July 1, 1900	18.13
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Received gifts, per statement herewith	308.64
--	--------

Total	326.77
-------------	--------

Expended as per statement herewith	224.96
--	--------

Balance	101.81
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Henry Pastor memorial fund:

Balance on hand July 1, 1900	3.61
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Received interest on \$2,000	100.00
------------------------------------	--------

Total	103.61
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Expended for scientific periodicals as per statement	102.95
--	--------

Balance66
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Moneys collected at the delivery desk:

Balance on hand July 1, 1900	1,152.00
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Received for fines	830.48
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Received for finding lists	2.10
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Received for duplicate collection	530.70
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Received for books lost and injured	26.05
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Received for reserves	20.32
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Received for reissued cards40
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Total	2,562.05
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Expended for books	\$1,019.35
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Expended for assistants at delivery desk	251.25
--	--------

Total	1,270.60
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Balance on hand	1,291.45
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The amounts appropriated for salaries, contingent expenses, binding, and for books are audited and paid by the District government; the others, special funds, gifts of moneys, and other small items, are the only moneys disbursed by the treasurer of the board of trustees.

Respectfully submitted.

WESTON FLINT, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

BOOK FUND, INCLUDING HENRY PASTOR MEMORIAL FUND.

Weston Flint, treasurer, in account with the Public Library.

DR.			CR.		
1900.			1900.		
July 1	To balance in hands of treasurer	\$18.13	July 13	By paid Woodward & Lothrop, books	\$66.58
July 13	To check, Woodward & Lothrop	80.10	July 14	By paid W. H. Loudermilk, books	1.80
Aug. 26	To check, J. T. Du Bois, Henry Pastor memorial fund, interest, 1900.....	100.00	Do.	By paid Wm. Ballantyne & Sons, books	3.23
Dec. 13	To check on American Security and Trust Co. as treasurer, to make up amounts of Henry Pastor memorial fund.....	26.70	Aug. 9	By paid Woodward & Lothrop, books	46.90
1901.			Aug. 10	By paid Wm. Ballantyne & Sons, books	3.50
Jan. 19	To check, Woodward & Lothrop	100.00	Dec. 14	By paid Woodward & Lothrop, periodicals.....	82.60
	To interest	1.84	Dec. 20	By paid for postal order B. F. Stevens & Bro., periodicals...	13.35
			1901.		
			Jan. 6	By paid Woodward & Lothrop, periodicals.....	4.75
			May 28	By paid American Ornithologists' Union.....	2.25
					224.96
				Balance in hands of treasurer..	101.81
	Total	326.77		Total.....	326.77

Weston Flint, treasurer, in account with the Henry Pastor memorial fund.

DR.			CR.		
1900.			1900.		
July 1	To balance in hands of treasurer	\$3.61	Dec. 14	By paid Woodward & Lothrop, periodicals.....	\$82.60
July 26	To J. T. Du Bois, interest, 1900...	100.00	Dec. 20	By paid for postal order, B. F. Stevens & Bro.....	13.35
			1901.		
			Jan. 16	By paid Woodward & Lothrop, periodicals.....	4.75
			May 28	By paid American Ornithologists' Union.....	2.25
				By balance on hand66
	Total	103.61		Total.....	103.61

Contingent fund.

To amount appropriated for 1901.....	\$3,500.00
Expended as follows:	
Rent	1,000.00
Fuel	74.15
Lighting.....	128.07
Ice	18.39
Furniture.....	925.17
Stationery	365.79
Printing	81.29
Stamps	34.00
Carpenter's work.....	42.11
Insurance.....	54.00
Miscellaneous.....	93.88
	2,816.85
Bills not yet rendered	683.15
Total.....	3,500.00

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EDM.

1912

ANNUAL REPORT

OF THE

BOARD OF TRUSTEES

OF THE

PUBLIC LIBRARY

OF THE

DISTRICT OF COLUMBIA

JUNE 30, 1902.

41

PUBLIC LIBRARY, DISTRICT OF COLUMBIA.

FIFTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
FOURTH ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1902.



WASHINGTON
1902.

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ILLUSTRATIONS.

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OFFICERS OF THE LIBRARY

BOARD OF TRUSTEES.

THEODORE W. NOYES, term expires 1904.
CHARLES J. BELL, term expires 1904.
RUFUS H. THAYER, term expires 1904.
SAMUEL W. WOODWARD, term expires 1906.
BRAINARD H. WARNER, term expires 1906.
JOHN B. LARNER, term expires 1906.
AINSWORTH R. SPOFFORD, term expires 1908.
JAMES T. DU BOIS, term expires 1908.
R. ROSS PERRY, term expires 1908.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
WESTON FLINT, *Librarian, Secretary, and Treasurer*.

STANDING COMMITTEES.

BOOKS.

AINSWORTH R. SPOFFORD, *Chairman*.
RUFUS H. THAYER.
SAMUEL W. WOODWARD.

EMPLOYEES.

JAMES T. DU BOIS, *Chairman*.
SAMUEL W. WOODWARD.
BRAINARD H. WARNER.

RULES.

R. ROSS PERRY, *Chairman*.
AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

BUILDING.

BRAINARD H. WARNER, *Chairman*.
JAMES T. DU BOIS.
RUFUS H. THAYER.

FINANCE.

JOHN B. LARNER, *Chairman*.
CHARLES J. BELL.
R. ROSS PERRY.

BOOKBINDING, ETC.

RUFUS H. THAYER, *Chairman*.
AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.

CHARLES J. BELL, *Chairman*.
BRAINARD H. WARNER.
RUFUS H. THAYER.

DONATIONS.

SAMUEL W. WOODWARD, *Chairman*.
BRAINARD H. WARNER.
CHARLES J. BELL.

DRAWING.

PUBLIC

REPORT OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1902.*

GENTLEMEN: The expectation of the superintendent of construction of the new public library building, noted in the last annual report of the trustees, that the completion of the structure would be delayed only a few weeks beyond the contract date (March 1, 1902) has not been realized, and our hope that before the date of this report the library would be housed in its new building has been disappointed.

Up to the date of the last annual report, progress in construction of the building had been excellent. The exterior walls of granite and marble, backed with brickwork, had been completed, ready for the steel frames of the roof, and the interior work had correspondingly advanced, but an unexpected delay in supplying the steel structure on the part of the subcontractor for the roof had just developed. His explanations and promises, however, gave reasonable assurance that the delay would be short, and he was allowed by the superintendent of construction to go on with his contract, especially as at that time the steel mills were all so occupied that nothing was likely to be gained by transferring the work to other hands. The entire steel structure was required by the contract to be completed in the previous August, but it was discovered when it was too late to avoid an uncovered building through the winter, and the consequent suspension of all inside work, that the subcontractor had failed to order the material from the mills in adequate season to accomplish that result, and subsequent conditions at the mills rendered both the general contractors and the superintendent powerless to retrieve lost time or prevent further delay by annulling the subcontract.

Fully five months were thus lost and the roofing of the building was delayed until March. Even this progress was accomplished only through the unusually moderate winter weather that prevailed in January. Work then went on with all haste and regularity until the summer, when a similar performance by the subcontractor for the marble work of the main stairway was reported by the superintendent of construction, which postponed the completion of that part of the building some five months further, so that while everything else in the new building, including the furniture, is now practically finished, the final completion of the structure must await the ornamental railings of the main stair hall until about January 15, 1903. The ornamental parts of the curved and spiral sections of the iron railing for the stairway require special modeling, and measurements determining the true shapes of these parts can not be made until the marble work of the stairs is finished.

Occupancy and use of the new building for library purposes will not, however, be postponed until the above-mentioned date. The building can be utilized for storage and cataloguing purposes, even

before the marble work is completed, and it will doubtless be accepted, occupied by the library, and open to the public use considerably before the date when the ornamental railing of the stairway can be put in place.

NEW BUILDING NOTES.

As constructed, the building is provided with a complete steam warming apparatus, with mechanical ventilation, by which fresh outdoor air is properly tempered and furnished to all parts of the building, and a system of suitable discharge flues communicates with the two chimneys on the roof.

The building is also wired and fitted for electric lighting throughout, the current to be supplied by the general lighting company of the city, although the 100-horsepower water-tube boiler and extra space provided in the boiler room will enable the trustees to install and operate their own independent dynamos, if desirable, at any time.

The contracts for the strictly structural part of the building and its necessary mechanical equipment consumed so much of the Carnegie fund, as above indicated, that no adequate balance remained for interior mural decoration. All that could possibly be done at present, therefore, by the superintendent of construction, is to give the walls of the principal apartments a coat of water color. This decorative treatment of the walls will probably need to be supplemented by the library trustees, after occupation of the building, from the contingent fund of the library in "fitting up the new building," which is one of the authorized methods of expending this fund.

The outfit of the building includes three of the five possible tiers of iron and steel book stack shelving of the best type, an electric elevator from the basement floor to the top of the book stack, and the following furniture in white oak, specially designed and finished to harmonize with the woodwork of the building, namely: Eleven desks, 13 revolving chairs (desk), 23 side chairs, 290 "Windsor" readers' chairs, 200 children's chairs, 400 assembly folding chairs, 17 working tables, 15 adult readers' tables, 6 children's reading tables, 8 settees, 31 movable bookcases.

LIBRARY APPROACHES AND PARK ENVIRONMENT.

The architects of the library in considering the effect upon the building of approaches and environment, have designed a plan of treatment of Mount Vernon square adapted to the architectural character and practical purposes of the structure while preserving the character of the reservation as a public park. The cost of carrying out this plan of grading, paving, curbing, and general embellishment of the surrounding ground and approaches of the library was estimated at \$25,000. Congress at the last session appropriated \$10,000 for this purpose as an item in the improvement and care of the parks of the city under the supervision and control of Col. T. A. Bingham, the Superintendent of Public Buildings and Grounds. The \$15,000 estimated to be needed to complete the work will be asked from Congress at the next session.

The Commissioners of the District, so far as available funds permit, are cooperating in the improvement of the approaches to the building. Upon the south side of Mount Vernon square the street-car tracks

approach very close to the curb. The Commissioners will this year broaden the street at this point so that there will be access to the library entrance for carriages north of the tracks, and will lay a new sidewalk along the south side of the square. Congress should appropriate at the approaching session to permit improvement of the streets and sidewalk on the other three sides of Mount Vernon square.

BOOKS.

The most urgent present need of the library is that of books, and this condition will continue until 100,000 volumes are on the shelves and endowment provision is made for special collections of books and newspapers like those supplied by Joshua Bates and William C. Todd in the Boston Public Library.

The library is already the recipient of the Henry Pastor fund for the purchase of scientific periodicals, but its need of newspapers and current popular periodicals and of books of all sorts to strengthen the general collection continues to extend an urgent invitation to all beneficent and well-to-do Americans.

Not only by donations of money and books will the residents of Washington show their interest in the library and their enthusiasm in promoting its growth, but also by heartily assenting as taxpayers to the assignment of the necessary amount of the District revenues to its needs in books and administrative equipment.

The sum of \$40,000 was appropriated by the urgent deficiency bill at the last session of Congress for the purchase of books for the library. This money has been, and is being, expended as rapidly as is consistent with the intelligent purchase of the best available books, and these volumes have been and are being catalogued. There is no book appropriation for the current year. The trustees urge that the estimate of \$15,000 for the purchase of books next year be approved by Congress.

ACTIVITY OF THE LIBRARY.

Notwithstanding the disadvantages under which the library has labored in its crowded quarters in the rented building, it has made an excellent record in respect to the activity and usefulness of its books. The total issue for the year was 149,116 volumes, or an average of 12,426 volumes per month. The total increase of issue over that of the previous year was 25,551; the monthly increase, 2,130. The average number of books in the library during the year was 28,188. The circulation was thus equal to more than five times the whole library.

CHILDREN'S ROOM.

The librarian's report again discusses and urges full development of the children's library, the most important branch of the public library's exclusive work.

The new building will be equipped with a juvenile library of about 5,000 volumes. An attractive reading room for the children is provided. Ample provision is made for the future enlargement, whenever necessary, of the juvenile department. These and other library facilities are to be utilized fully for the benefit of the schools. The board

of education and the teachers are to be in close touch with the library and to cooperate with the librarian and the trustees in working out that systematic and wise school use of the books which will most promote the children's welfare.

THE NEW BUILDING.

The approach of the time when the new building is to be occupied by the library gives renewed public interest to information concerning this structure.

The area occupied by the new public library building is 17,307 square feet. It covers less than one-seventh of Mount Vernon square, which contains 130,219 square feet.

Cuts accompany this report which show the exterior of the library and its floor plans and interior arrangement.

The library building is fireproof throughout, solidly and strongly constructed, and in every way a monumental and permanent structure, appropriate for its purposes as a public library building in a public square. It consists of a rectangular central pavilion 111 feet 5 inches long and 90 feet 10 inches broad, with equal wings, east and west, respectively, each 63 feet 6 inches long and 54 feet 10 inches broad. The structure thus has a maximum width at the basement of 219 feet 10 inches at its front on the east and west line, and a maximum depth of 111 feet 5 inches in its central pavilion on the north and south line.

The building stands in the center of Mount Vernon Square, east and west, but approaching at its rear close to the north line of the square, thus placing considerable park space south of the structure and enhancing its architectural effect as its long south front and main entrance are approached.

In the central pavilion the basement is occupied by the entrance hall and bicycle room, the lavatories, packing room, receiving rooms, lunch room, bindery, and the boiler room, extending down to the sub-basement. The east wing is devoted to storerooms and rooms for the janitor and house cleaners and scrub women. In the west wing the basement is one entire room not yet assigned. This may ultimately become the children's reading room, when the demand for juvenile accommodations outgrows the space provided on the first floor for this purpose, or when the children's room on the first floor is needed to enlarge the open-shelf accommodations.

In the first or principal story the central pavilion contains the entrance and general delivery hall, in which also are the staircases to the second floor. Here also are the so-called reception room, which is really an annex of the open-shelf room, public catalogue room, and the librarian's office. Behind the long delivery counter for the service of books to readers is a wide passage to the book stack, that occupies the whole north end of this pavilion, extending up through both the first and second stories, though only three of the five tiers of possible shelving are at first supplied. On one side of this passage is located the accessions room and on the other the catalogue room.

The east room is used as the general public reading room and the west wing is divided equally by partition between the children's reading room and the main open-shelf room. The latter and the two reading rooms will be provided with wall shelving all around within easy reach



LOCATION OF LIBRARY BUILDING, MOUNT VERNON SQUARE.

of readers. There is considerable flexibility in the area available for the open-shelf and children's rooms, which are among the notable features of the new building. Ample provision is made for future expansion in these two directions.

In the second story the central pavilion contains a memorial or exhibition hall, several private study rooms, and the trustees' room. The east wing in this story contains the public reading room for periodicals and newspapers, and the west wing may also be used as a reading room, but is designed as a lecture or class room.

There are altogether 36 rooms and halls, of which 17 are in the basement, 10 in the first story, and 8 in the second story, besides the main book room or book stack, occupying the north end of the central pavilion, and, as stated, extending from the first-story floor to the roof.

The areas in square feet of the various rooms, exclusive of passages, stairways, etc., as calculated by Mr. Bernard R. Green, superintendent of construction, are as follows:

	Square feet.
Basement:	
Hall in west wing	2, 850
Hall in central pavilion, for passageway and bicycles	1, 380
Two packing rooms in rear, of nearly equal size	1, 454
Bindery and storeroom	501
Janitor's room	343
Scrub women's room	331
Two storerooms in east wing	1, 425
Lunch room	453
Kitchen and storerooms	346
Two lavatories, each	348
Boiler and fan rooms	1, 636
First story:	
General delivery room	2, 310
Public reading room	2, 938
Children's reading room	1, 454
Open-shelf rooms (one large, one small)	1, 791
Librarian's office	270
Cloakroom (about)	100
Reference rooms, two (about)	500
Cataloguing room	760
Accessions room	675
Main stack room	2, 000
Second story:	
Periodical and newspaper reading room	2, 938
Lecture hall	2, 938
Exhibition hall	1, 440
Four private study rooms (nearly equal)	1, 306
Trustees' room	418

The new building from the outset can shelve 177,470 volumes, omitting from the calculation portable cases or book presses. The book stack (three tiers) will accommodate 158,700 volumes; public reading room, 7,770; children's room, 5,500; open-shelf room, 5,500; total, 177,470. The completion of the book stack to the full five tiers will give room for 105,800 volumes more, enabling the library to shelve a total of 283,270 books.

LIBRARY ESTIMATES FOR NEXT YEAR.

The following table shows the estimates for 1903-4 and the appropriations for 1902-3:

	Estimate, 1903-4.	Appropriation, 1902-3.
LIBRARY AND BUILDING FORCE.		
Librarian	\$3,000	\$2,500
Assistant librarian	1,200	1,000
Assistant (new)	900
2 assistants, at \$720	1,440	1,440
2 assistants, at \$600	1,200	1,200
3 assistants, at \$540 (1 new)	1,620	1,080
Cataloguer	900	900
Cataloguer (new)	840
Cataloguer	720	720
Do	600	600
3 cataloguers, at \$540 (same as special appropriation last year)	1,620	1,620
Stenographer and typewriter	720	720
4 attendants, at \$480 (2 new)	1,920	960
4 attendants, at \$360 (2 new)	1,440	720
4 messengers, at \$360 (3 new)	1,440	360
8 pages, at \$240 (new)	1,920
2 janitors, at \$480	960	960
Engineer	900	900
Fireman	540	540
Workman	480	480
4 charwomen, at \$180	720	720
Watchman (new)	480
MISCELLANEOUS.		
For binding	5,000	3,000
For fuel, lighting, fitting up building, and other contingent expenses	9,000	9,000
For purchase of books (to be immediately available)	15,000

Special deficiency appropriation last year for books, \$40,000.

The present salary of the librarian is \$2,500. The estimates of this year, like those of last year, put this salary at \$3,000.

The present salary of the assistant librarian is \$1,000. The estimates of this year and of last year put this salary at \$1,200, which is itself too low pay for this position.

An assistant for the reference room at \$900 is proposed in the estimates this year. This assistant was asked in last year's estimates but no appropriation was made. The libraries with which that of Washington was compared in last year's report of the trustees all have reference room assistants.

The following figures show the salaries of the above employees in certain libraries whose conditions most closely approximate those of the Washington library in its new building, and demonstrate that our estimates are reasonable:

	Newark.	Provi- dence.	Minneap- olis.	San Fran- cisco.	Washing- ton (pro- posed).
Librarian	\$4,200.00	\$4,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Assistant librarian	1,000.00	1,500.00	1,300.00	1,320.00	1,200.00
Reference librarian	1,000.00	795.60	840.00	840.00	900.00
Assistant reference librarian	420.00	468.60

The present appropriation provides 2 assistants in the issue division. A third assistant at \$540 is asked this year, following last year's estimates. Newark has 9 employees in the issue work, Providence 2, Minneapolis 3, and San Francisco 6.

An additional cataloguer at \$840 is asked; making the permanent cataloguing force consist of 4. Continuation of the temporary cataloguing force of 3 at \$540 each is asked for another year. The heavy cataloguing work incident to the installation of a large new library will not be finished during the current year.

The estimates for last year did not make sufficient provision of low-salaried attendants, pages, or messengers to meet the needs of the library in so large a building as that to be occupied, and in consideration of the crowds of readers and book-borrowers who are sure to be attracted to it. For this year the trustees' estimates of the adequate shelf and messenger force calls for 2 new attendants at \$480, 2 new attendants at \$360, 3 new messengers at \$360, and 8 new pages at \$240. The salaries of these proposed employees are so small that the aggregate is not largely increased if they are provided. The precedents of other libraries suggest that they are essential to the satisfactory operation of the library.

In the building force a watchman at \$480 is asked for. He is needed for service at night.

The current appropriation for binding is \$3,000. The estimate calls for \$5,000 for next year. The wisdom and economy of liberal provision for binding are set forth in the librarian's report.

The estimate for contingent expenses is the same as last year's appropriation. In view of the increased price of coal, some of the contingent expenditures of the current year may be forced over into next year.

No appropriation for books was made for the current year in the District bill, but \$40,000 were appropriated for that purpose by the urgent deficiency act of last session, the money to be available until expended. This year's estimate for next year's books is \$15,000. The expenditures for books in the first years of a library's life are necessarily large, until a rounded, working collection is secured.

WASHINGTON'S LIBRARY DEVELOPMENT.

The vigor and enthusiasm of Washington's self-congratulations upon its notable library development since the early nineties, when the movement for a tax-sustained library took its start, are intensified by the contrast of conditions then and now.

In 1894 Washington's semipublic libraries contained more than 1,000,000 books, all apparently carefully guarded from and rendered of the smallest possible use to the mass of the people. There were nearly 300,000 volumes in the scattered departmental libraries, each collection accessible only to a fraction of the Government clerks, and closed to them early in the afternoon. The vast wealth of reading matter in the Congressional Library was not available for circulating use, was not accessible on Sunday or in the evening, and was thus practically out of reach of the workingmen and school children. Fifty-two libraries in the District each contained not less than 1,000 volumes, and not one of them was a free lending collection with a reading room open at night for the benefit of the general public.

As was said at the time: "Viewing this ocean of more than a million books spread tantalizingly before them, the workingmen, the school children, the Government clerks, the great mass of the citizens of Washington, thirsty for the knowledge which comes from reading,

may well exclaim with the ancient mariner, 'Water, water everywhere, nor any drop to drink.'"

In 1903 Washington no longer repeats the experience of mythical Tantalus, famishing and starving while surrounded by abundant food and water just out of reach.

Its book resources of ten years ago have been rendered accessible and new facilities have been acquired. The great national reference Library of Congress has been thrown open at night and on Sunday. It is not even now a circulating collection, but the Washington Public Library has been created to supply the lack, and to cooperate with it as numerous circulating collections in London cooperate with the British Museum and in Paris with the National Library. Here, however, the relation will be closer and more productive of good results, for, owing to the peculiar status of the National Capital, the Government controls the municipal no less completely than the national library, and can so develop the former as to cover perfectly the field of usefulness deliberately untouched by the latter.

Washington's most urgent legislative need of to-day to promote library development is the enactment of a law which shall render available for circulating use in the public library duplicate miscellaneous volumes of copyrighted books, now held idle and useless and decaying on the shelves of the Library of Congress. The wise and economical development of the nation's library resources for the highest benefit of the people of the Republic will inevitably lead, sooner or later, to this legislative provision. The nation's reference books have been thrown open to the people on Sunday as well as on week days, at night as well as by day. Its books suitable for circulation—duplicates under the copyright laws—will not forever be denied to the public.

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

ANDREW CARNEGIE.

APPENDIX.

ADDRESSES AT THE OPENING OF THE NEW PUBLIC LIBRARY BUILDING.

The new public library building on Mount Vernon square, the gift of Mr. Andrew Carnegie to Washington, was dedicated and formally presented to the people of the capital on Wednesday, January 7, 1903, at 2.30 o'clock in the afternoon. President Roosevelt and Mr. Carnegie participated in the exercises. The building was turned over by the building commission, through Commissioner H. B. F. Macfarland, its president, to the trustees of the public library, and was accepted, in behalf of that body, by Mr. Theodore W. Noyes, its president. Preceded by selections from the Marine Band, the programme of dedication was begun by an invocation by the Right Rev. Henry Y. Satterlee, bishop of Washington, who prayed:

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil, for Thine is the kingdom, and the power, and the glory for ever and ever. Amen.

O God, with whom is the well of life, and who art to Thy people an everlasting life, increase in us, we beseech Thee, the brightness of divine knowledge, that in Thy light we may see light. Prosper all institutions of sound learning, and especially do we ask Thy blessing upon this building, which is to be opened to-day as a free library for the people of the District of Columbia.

Implant in the hearts of all who shall enter these doors a thirst of the heart for the good, the beautiful, and the true, and a fervent desire for that knowledge which has power to develop character.

Dispel the clouds of ignorance. Deepen in thy people the highest knowledge, so that they may love God with all their heart and all their soul and all their mind, and their neighbors as themselves.

Bless, we beseech Thee, O Lord, the commonwealth of these United States, and while we plant and water do Thou give a continual increase, through Jesus Christ, our Lord. Amen.

Commissioner Macfarland, as presiding officer of the ceremonies, remarked on the presence of President Roosevelt, and asked for a word from him.

A notable citizen of the republic of letters, he said, who won enduring fame as a bookman before he became famous all around the world as a statesman, an author whose works must be in every library, and whose sympathetic interest goes out to every development of the library movement, honors this occasion with his presence. I present the President of the United States, and trust that he will speak to us.

THE PRESIDENT'S REMARKS.

The President responded to Mr. Macfarland's introductory request for a few words as follows:

Mr. Macfarland, Mr. Carnegie, gentlemen, and ladies: I count myself fortunate in being able to come here to-day, not only for my own private, individual sake, but as in some sort representing the people of our country, to express my profound appreciation of what is emphatically the gift of wisdom.

A gift of the utmost possible benefit to all the people of the country from you, Mr. Carnegie. [Applause.]

It seems to me that the man has a right to call himself thrice blessed who has in him the combined power and purpose to use his wealth for the benefit of all the people at large in a way that can do them real benefit, and in no way can more benefit be done than through the gift of libraries such as this.

A free library, where each man, each woman, has the chance to get for himself or herself the training that he has the character to desire and to acquire. Now, of course, our common-school system lies at the foundation of our educational system, but it is the foundation only. The men that are to stand preeminent as the representatives of the culture of the community must educate themselves. [Applause.]

And the work done by this library is helpful because it represents one side of the way in which all this self-educational work in a community must be done.

Mr. Carnegie, neither you nor any one else can make a man wise or cultivate him. All you can do is to give him a chance to make himself, to add to his own wisdom or his own cultivation, and that is all you can do in any kind of genuine philanthropic work. The only philanthropic work is work that helps a man to help himself. This is true in every way, socially and sociologically. The man who will submit or demand to be carried is not worth carrying.

(To this Mr. Carnegie ejaculated, "Hear! Hear!")

Every man of us needs help, needs more and more to be given the chance to show forth in himself the stuff that is in him, and this kind of free library is doing in the world of cultivation, the world of civilization, what it should or may do for the great world of political and social development—that is, it is, as far as may be, equalizing the opportunities and then leaving the men themselves to show how able they are to take advantage of those opportunities. [Applause.]

In other words, this is the kind of gift that strikes the happy middle course to show public spirit on the one hand and to help those to take advantage of it on the other hand.

To quote an expression that I am fond of, this sort of gift is equally far from two prime vices of our civilization—hardness of heart and softness of head. [Applause.]

I am not here to make a speech, and, unfortunately, have to leave at once, as the President has several duties to attend to.

I have come because I feel that the movement for securing better facilities for self-training, better facilities for education in its widest and broadest and deepest sense is one of such prime importance that the President of the United States could nowhere more properly come than to this building, Mr. Carnegie, at this time, to thank you for the gift that you have given to the people of the national capital. [Applause.]

COMMISSIONER MACFARLAND'S ADDRESS.

Mr. Macfarland then made the formal transfer of the building to the trustees, saying:

In the heart of the national capital, near the center of population of the District of Columbia, we open to-day the Washington Public Library building, the gift of Mr. Andrew Carnegie. This library has grown in ten years, through the efforts of citizens and the cooperation of the Commissioners and Congress, to be a benefit not only to the city of Washington, but to the entire District of Columbia. Its circulation, remarkable in size and character, shows that its streams enrich all parts of the capital. It well deserves the attractive and commodious home which has been given to it. Those who know tell us that of all the thousand other public library buildings given by Mr. Carnegie, in his unparalleled generosity, to cities in both hemispheres, none is more satisfactory than the one which we are to enjoy. The members of the building commission, who have had supervision of the preparation and execution of the plans, feel that they can congratulate the architects and the superintending engineer and the contractors, as well as the people of the District of Columbia, upon the admirable result.

Some of us wish that Congress had permitted us to have a site for the building outside of a park square, but since Congress did not see fit to do this, we have consolation in the fact that in Mount Vernon square the library will not only be central to all sections of the District, but near to some of the most important institutions of the public-school system, with which we desire to integrate it. The Central High School, the Business High School, the McKinley Manual Training School for white pupils, the General Armstrong Manual Training School for colored pupils, will all be its neighbors. As a part of our educational equipment, rather than as an adjunct to it, we look to the library for invaluable service in the development of the youth of the District.

VIEW.

LIBRARY

DELIVERY ROOM, MAIN FLOOR.

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This, however, as Winthrop said of the Boston Public Library, is to be the "intellectual common" of us all. Old and young will profit by it. As this building is not only useful, but beautiful, so this library will be not only instructive, but entertaining; not only developing, but uplifting. It is a good reason for a public library that it diverts the anxious mind and exalts the despondent spirit. It is enough that by any means it opens the door to the endless and unwearying delights of literature, to the acquaintance of the greatest of our race at their best.

Utility is not the only criterion. When the market sheds which formerly disfigured this square were torn down this place was dedicated to æsthetic rather than mercenary uses. The higher functions of a public library accord with that dedication. Here will be found all that is noblest in the writings of our race, all that is best in the products of the press, whether in text or in picture. Here will be invitation and incentive to the intellectual—yes, and to the spiritual—life, in the masterpieces of men and in the Book of God.

But there will also be direct, practical aid, in many forms, for all those who are preparing in anyway for the demands of the world's business, and especially for the pupils in schools, private and public, who are being fitted for breadwinning as well as the other duties of citizenship. It is to be the people's college, and, at the same time, the pupil's preparatory school. In every possible way it is to minister to the common well-being in a purity and strength of purpose like the white marble of these walls. We see in it a beneficent institution which shall be doing good through all the years to come and to all the generations as they pass.

On behalf of the Commissioners of the District of Columbia, the executive government of the national capital, I offer grateful acknowledgments to Mr. Carnegie for this building. And on behalf of the building commission I now have the honor to turn it over to the board of trustees of the Washington Public Library, whose devoted and intelligent labors have placed us all in their debt.

The building was accepted by Mr. Theodore W. Noyes, president of the board of trustees, in the following address:

REMARKS OF THEODORE W. NOYES.

With a profound realization of the significance of this event, the public library of the District of Columbia receives and enters its new home, this spacious and beautiful building, proclaimed by the inscription carved in the enduring marble of its front: "A gift of Andrew Carnegie."

Washington's grateful appreciation of the beneficence of the donor is heightened by consideration of the nature of the gift. Enjoyment of the donated structure was conditioned upon the supply by the public of a site, and upon adequate municipal maintenance of the building, and of the library, already created by the people, to be housed therein. Public spirit and local pride are stirred. Some shouldering of burdens by the taxpayers and some degree of community self-sacrifice are required. This gift is no charity which pauperizes, deadening individual effort and aspiration. On the contrary, its tendency is to promote and compel a self-helping and self-respecting spirit.

In our modern American mythology Santa Carnegie is the patron saint of public libraries, who, like the fairy godmother of our childhood tales, converts at a touch the ugly and commonplace into the beautiful and glorious; who, for instance, transforms by a word or touch of the pen a cramped, crowded makeshift of a library building into the marble library palace in which we are assembled to-day.

Santa Carnegie's special and characteristic function as patron of libraries is to solemnize, endow, and bless the marriage of private capital to municipal progressiveness, with self-respect as best man, under the auspices of individual and community enterprise and public spirit, with a resulting family of ennobling thoughts and aspirations, widely diffusing knowledge and conspicuously benefiting the community.

The Carnegie benefactions are peculiarly of the class of gifts that bless him who gives as well as him who takes. To die rich—that is, to die burdened down to the dust of the earth with an undistributed surplus of accumulated and accumulating money—is in Mr. Carnegie's opinion to die disgraced. To the extent of more than \$50,000,000 Mr. Carnegie's gifts of library buildings have relieved him from this dishonor-threatening burden and have enabled him to meet fully his own high conception of the obligation of the man who rapidly amasses wealth. And on this gratitude-inspiring occasion Mr. Carnegie himself is doubtless reciprocally grateful for so pleasing an opportunity as that which Washington's library needs have supplied to reduce his chances of suffering many years hence even a minimum of this suggested disgrace.

BENEFITS OF CARNEGIE DONATIONS.

The obvious results of Mr. Carnegie's library donations are, first, to promote public appreciation of the usefulness of books, and, second, to create or foster the intelligent public spirit which renders a community willing to contribute in taxes to library maintenance.

In the case of Washington full recognition of the value of books and a public-spirited readiness to support a tax-sustained library had already developed and crystallized in acts. Here unmistakably Mr. Carnegie helped those who had shown the desire and intent to help themselves.

A series of vigorous efforts to support subscription-sustained libraries for public use, beginning early in Washington's history and covering in the aggregate many years of the city's life, bore continuous testimony to the strength and persistency of the capital's library aspirations.

In January, 1891, a Washington newspaper, commenting on Mr. Carnegie's Edinburgh library donation, said: "Washington now has the Edinburgh conditions of vast and rich accumulations of reading matter, unavailable to the mass of the people. Now it needs a Carnegie, a free-library act, or both."

The community at once began a campaign for a public-library act—for the privilege of taxing itself for a contribution toward such an institution's maintenance; and in the end it has not only secured a tax-sustained library as the result of several years of struggle, but it has also later gained not a Carnegie, but the Carnegie himself, with the consequences of this felicitous combination that are visible here to-day.

In March, 1894, the Board of Trade of this city unanimously adopted the report of its public library committee, which pictured the library necessities of that date, and which committed the board and Washington to a policy of meeting and satisfying that need, which has been persistently followed. In June, 1896, Congress created the public library, and in June, 1898, it made the first appropriation for the institution's maintenance.

To the library thus created, sustained by Washington taxpayers, local and national, and pledged a permanent home in the municipal building of the future, came in 1899 Mr. Carnegie's offer, based on conditions which were, except in reference to a site, practically fulfilled in advance. In March, 1899, Congress provided the required site and appointed a commission to erect the building, which has now completed its task. Congress, as the local legislature, has also appropriated from Washington's revenues under the organic act \$40,000 for books, thus materially strengthening the library created almost entirely by the contributions of private citizens.

No other of Santa Carnegie's marriages of capital to municipal energy (and he has solemnized nearly a thousand such unions) is more promising of good results. Nowhere else has library benefaction been more needed; nowhere else has it been more deserved; and nowhere else, it may be added, could this strikingly beautiful and artistic product of the architect's skill have found a more effective environment than its setting of green in the city of parks—the national capital, the Greater Washington—itsself fast becoming a leader among the world's most attractive cities.

THE PEOPLE'S FREE UNIVERSITY.

Cut into the imperishable granite of the exedra in front of this building is the declaration that the structure is "a university for the people." The organic act of the library proclaims it to be "a supplement of the public educational system" of the District.

This educational function of the public library has been recognized by Washington from the outset. "The progressive community," said the Board of Trade declaration of 1894, "needs the public library as it does the telegraph and telephone. It is on the same footing with the common school; it is the free university of the people. * * * The school imparts the ability to educate one's self by the intelligent use of books. The library supplements this instruction by providing the means and opportunity for such self-education. * * * Universities are founded in rapid succession within the capital's limits. But the great free library university for those whom Lincoln lovingly called the common people is yet to be created."

This lack is now supplied. We dedicate here to-day a "great free library university for the people."

A study of its rooms and its books will disclose systematic efforts to perfect it along the lines of greatest usefulness for children and for learners, whether young or old. Here may be found a carefully selected juvenile library, rich in the entertaining and wholesome literature nowadays prepared for children's use; and an attractive, spacious, special reading room, lined with bookshelves, accessible to youthful readers on the open-shelf principle, and equipped with assistant librarians, skilled in the *vork, to guide the children to right reading.*

All the signs indicate that with the change from the crowded quarters of the old building will come a wonderful expansion of the most characteristic branch of the library's exclusive work along the lines of the main purpose of its foundation, as announced in its organic act and in the inscription on its granite exedra.

The library demands in 1894 of the Washington school children and of the 23,000 local workingmen, and the appeal of the 20,000 Government clerks for a general departmental library, have now in substance been met and satisfied.

Indeed, the whole people of the District will profit for all time by the benefits which flow from this institution, an educating, uplifting, and refining influence in the community.

Assembled in this room are representatives not only of the beneficiaries of the library, but of those who have contributed to its existence and growth. Here in person or by proxy are those men—notably Mr. Carnegie—who have given money, books, or time, thought, and energy to promote the library; here are representatives of the Washington taxpayers, who contribute to its maintenance and to stock it with books; here, conferring an appreciated honor on the library, is the executive head of the capital and of the nation; here are influential members of the District's legislature on Capitol Hill, who by general statute and appropriation have created and sustained the library and provided the new building site, and who are now wisely applying an adequate allotment from the local revenues under the organic act to its needs in books and administrative equipment.

AN INSPIRATION TO OTHER GIFTS.

Mr. Carnegie has exhausted the possibilities in the matter of main building donation, but in that respect alone; and his gift is an inspiration to other donations and not a deterrent. Branch libraries are to be established to render the books collected here accessible to the remoter sections. Pedestals at the entrance to this building are to support suitable statues; its interior is to be embellished by the artist and the sculptor. But the most urgent need of all is that of special and endowed collections of books and newspapers, to which the names of donors may be attached, keeping them forever in the grateful remembrance of the public. In the newspaper room of the Boston Public Library the visitor immediately on entering sees this inscription in gilt letters: "The newspapers subscribed for are the gift of William C. Todd, of Atkinson, N. H., who has put at the disposal of the library a fund of \$50,000 for that purpose." In the other wing of this building, corresponding in size and arrangement to the hall in which we are assembled, is the so-called newspaper and periodical room, ready to be stocked and suitably equipped for the benefit of the people of the capital. Who, after the fashion of William C. Todd, of New Hampshire, will attach his name to this room and its useful contents in perpetual memorial? Who will similarly endow the children's library? Who will honor himself by supplying with books "of permanent value and authority" a Bates Hall for Washington, like that in the Boston library?

While the invitation to meet the library needs of the capital, to develop it intellectually as well as in physical attractiveness, appeals with special force to the Washingtonian, the permanent resident of the District, it is by no means confined within ordinary local bounds, but extends to all Americans, proud of the nation's city and desirous of identifying themselves with its life history by conspicuously participating in its upbuilding and advancement. No American, whether from Pennsylvania or California, Montana or Ohio, is foreign to the national capital, the city created, largely owned, and exclusively controlled by the nation itself.

THE OBLIGATION ON CONGRESS.

A special library obligation rests upon Congress, which as both local and national legislature under the Constitution has complete control of the capital's and the Government's library resources. Upon it falls exclusive responsibility for their wise and economical cooperating development.

The Library of Congress is to be fostered along its natural lines as the national reference collection, accessible as far as possible at all times and to the whole world.

The public library will be developed as the capital's and nation's circulating library, for the workingmen, school children, the mass of the people—a perfect supplement of the Library of Congress, its circulating department, so to speak, to which should be logically and wisely diverted its duplicate miscellaneous volumes, the circulating resources of the Congressional Library, largely derived under the copyright laws as they exist or may be amended.

By thus using the capital's public library as the national lending collection Congress will waste no fraction of the nation's library resources; and instead of permit-

ting thousands of miscellaneous volumes, copyrighted or uncopyrighted, to decay unused on the shelves it will render them all most fully available, both for circulating and reference purposes, for the benefit of the people of the Republic.

The talents of library treasure intrusted to the stewardship of Congress will never be buried in the earth and wasted by "an unprofitable servant" of the American people.

Clearly the gift of this building means more to the library and the community than the comfortable housing of the institution in a more convenient and more attractive home. It assures adequate and permanent public maintenance of the library. It renders the institution an object of local pride and thus guarantees the community's regard and fostering care. It is a blessing to the library's immediate beneficiaries and an incentive to the performances of legislative and other public duty. It is an example and an inspiration to public-spirited benefactors as a class. It is a notable adornment of the city beautiful, a factor in the wonderful architectural development of the new Washington.

With grateful appreciation of the many and varied phases of this intelligent beneficence, all Washington does honor to-day to the name of Andrew Carnegie.

In introducing Mr. Andrew Carnegie, Mr. Macfarland said:

Philanthropy distinguishes our time. Side by side with unprecedented material progress, wrought chiefly by selfishness, runs an unprecedented development of altruism. Materialism with all its dangers is met by applied Christianity in varied forms of blessing. There are many philanthropists who vie with one another in generosity, and win distinction not so much by the richness, but rather by the intelligence of their giving. Among them none is more distinguished, none more sure of perpetual honor than he who has made public libraries his special care, and who has given more buildings for that purpose than all other givers—all under such wise conditions as to secure the greatest and most permanent benefit. We have not only the gift of this library building, and none better has been given, but we have to-day the giver himself and are honored in greeting him. I present the donor, whose career remarkably illustrates the possibilities of America, and whose aims and achievements in philanthropy have added to our national glory, Mr. Andrew Carnegie.

MR. CARNEGIE'S ADDRESS.

Mr. Carnegie said:

It was my desire not to be present to-day, but the request of those who have labored so hard and successfully to establish this library could not, and I concluded should not, be resisted. It is so little to give money to a good cause and there end; so grand to give thought and time. The difference should always be accentuated between the man who merely gives of his surplus and him who gives of himself. Mr. Chairman, you and those associated with you have done the latter, and I venture to associate myself with you to-day, fully realizing that what I have done, though necessary, is from the highest point of view wholly subordinate. I gave a mere rub of the lamp, as it were, and you gentlemen of the library commission, through years of able and loving labor, bade this palace of Aladdin rise. Better than the palace of Aladdin, since that was for the use of one only, while this "temple of knowledge" is for the use of all the people, without money and without price.

This is the palace of the republic of letters, a hierarchy in which the supreme masters, almost without exception, have come from the cottage of the poor, not from the palace of noble or millionaire. The free library, maintained by all the people for all the people, knows neither rank nor birth within its walls. Even he who honors us to-day by his august presence, the holder of the highest position upon earth, the elected of the majority of the English-speaking race, a position compared with which all inherited positions sink into insignificance, even he within these walls has no privilege which is not the right of his poorest and humblest fellow-citizen.

Free libraries maintained by the people are cradles of democracy, and their spread can never fail to extend and strengthen the democratic idea—the equality of the citizen, the royalty of man. They are emphatically fruits of the true American ideal.

But while even the President thus stands upon the common level as President, we can not fail to remember that in the free library the man has place, denied to the official, as a prince in the republic of letters, for in the ranks of those who constitute the chief glory of a nation, its authors, this was won long since by Theodore Roose-

READING AND REFERENCE ROOM, MAIN FLOOR.

STACK ROOM.

velt, the author. Before he was President he had, Cæsar-like, not only caused his fellows "to mark him and write his speeches in their books," but had made books himself. I doubt not that of the books taken from this library his will rank high in the list. We hail him to-day, therefore, in the dual capacity of President and author, positions unsurpassed in their several spheres, rare and wonderful in combination.

FREE LIBRARIES GIVEN.

I shall not descant upon the advantages of the free library, but this seems an opportune occasion to explain just what the free library business means, upon which I have embarked. Seven hundred and thirty library buildings have been given, chiefly within the last two years, and most of them are built or under construction. During July last 276 applications for library buildings were received from various parts of the English-speaking world, all of which were or are being dealt with. Upon arrival in New York last month we found over four hundred and fifty additional applications from the United States and Canada awaiting inquiry and decision, in regard to nearly all of which my secretaries are now in correspondence.

From England, Ireland, Scotland, New Zealand, Tasmania, Australasia, Mexico, and other parts the cry is, "Still they come," for we have to-day 385 new applications on hand. Thus there are under way to-day more than eight hundred applications, the great majority of which will, no doubt, be given. Some will not be, for none are passed without careful investigation, and unless we are satisfied that there is a community tributary to the library which is willing and anxious to support it, as you were in Washington, thus making them in the fullest sense the libraries of the people because maintained by the people.

One reason for mentioning these figures is that it may relieve us of the charge of rudeness in not replying to the thousand and one suggestions which are made, urging entrance upon other fields of usefulness, while we are unable to keep pace with the demands of the work in hand.

In my first public address made to our young men, in Pittsburg—how many years ago I need not mention—I told them to put all their eggs in one basket and then watch that basket. I have been a concentrator all my life.

I have seldom or never known a great success made by the jack-of-all-trades, the board member in twenty companies, the controller of none. I am in the library manufacturing business, and beg to be allowed to concentrate my time upon it until it is filled. If ever it is filled I shall, of course, have to look out for other employment. That day, however, as you see, seems somewhat remote. As long as communities are willing, as you are in Washington, to maintain a library from the proceeds of taxation, as part of the city's educational system, thus making it the library of the people and an adjunct of the public school system, so long I intend to labor in that vineyard, keeping myself free as possible from hearing of the woes and wants of humanity in general, to which, if I listened, I would soon become unfit for my special work, which I think best of all, for among all the suggestions made—and they are numberless—not one have I found which, to my mind, equals the free library maintained by the people as a field for the wise distribution of surplus wealth. I think it fruitful in the extreme, because the library gives nothing for nothing, because it helps only those that help themselves, because it does not sap the foundation of manly independence, because it does not pauperize, because it stretches a hand to the aspiring, and places a ladder upon which they can only ascend by doing the climbing themselves. You can not boost a man up a ladder. This is not charity, this is not philanthropy; it is the people themselves helping themselves by taxing themselves. They owe no man anything of moment.

I have more than once referred to my article upon wealth in the North American Review. The then editor, Mr. Thorndyke Rice, came to me with the manuscript and said he would like to hear the author read it. You remember what Mrs. Browning says; ladies and gentlemen: "The poets never read their lines to their own worth;" but I did read this prose to him, and when I came to the statement that of every thousand dollars given in so-called charity nine hundred had better be thrown into the sea, Mr. Rice exclaimed, "Make that nine hundred and fifty," and I did so, and so it reads. I am more profoundly impressed with the wisdom of Mr. Rice's correction to-day than when I wrote it. While appreciating the good motives which lead people to devote time and money to many causes, I see in most of our efforts a mere pruning of the branches of the upas tree, which grows stronger by pruning. We must get at the roots of the poverty, the misery, and the crime which still darken human society, but which, let us gratefully remember, become less and less under the great law of evolution, which enables us to take a wide survey of all things and pronounce with deep satisfaction, "All is well, since all grows better."

THE SUBMERGED TENTH.

The submerged tenth, which in the census we designate as delinquents, do not appear to be properly the objects of private beneficence. These should be the care of the State. The habitual criminal, drinker, loafer, needing the necessities of human life, should be cared for, being human, by the State, town, or community as a whole, and some day, when we have gone further in the path of genuine civilization, though these will still be clothed, fed, housed, nursed, educated, and reformed as far as possible, they will be isolated from their fellows as unworthy to wear the revered name of father or mother.

Some of us see it more and more as we gain knowledge of life to be clearly our duty in our day and generation to labor to prevent, wishing others godspeed who see it their duty to labor in the direction of cure. Every worker to his own department, and let us never forget how much is gained by the giver or worker for himself who tries to benefit human society as a whole or any part thereof, in any way which commends itself to him. The end in view sanctifies the means. I rejoice for my part that I have found a field which still occupies my thought and my time and keeps me, although retired from business, as busy a man, I think, as I ever was in business, which always was more of a recreation than a burden. It was easy compared with the life I now lead, mere holiday making in comparison—verily, the way of the distributor is hard—I now realize in all its hitherto unknown intensity the strenuous life. It has a new meaning to me since I retired, but I dread still more the coming of the day when I shall have to look out for new fields for distribution, for we have now, so to say, stereotyped library giving. It will be a great plunge. Between four hundred and five hundred letters a day now reach my secretaries, and most of them also promptly reach the waste basket. Fortunately, many are written in languages which my secretaries can not understand. These are favorably received because they give no trouble. All conceivable and inconceivable suggestions are made, some of which they show me now and then which bring to mind that the humorist has well said, one thing which wealth does which nothing else could do as well—it develops the fools. A man who has surplus wealth and escapes making a fool of himself once a week or so, in view of all the temptations he has to resist, and all the foolish things he is urged to do, should be considered, at least, above the average in wisdom.

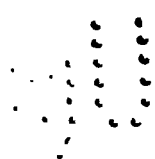
Mr. Chairman of the library committee, ladies, and gentlemen: Although my wish was that I should not be here to-day, yet I am bound to say that, being here, I am glad that the commission insisted upon my presence. It goes without saying that I must be deeply grateful to the kind fates which have given me the privilege of doing something for the capital of my country. Various cities have various claims, but the capital is part of every American's life and pride. It is a source of great satisfaction to me, therefore, to-day to feel after seeing this building, upon which I warmly congratulate the architects, that it will not discredit the public buildings of Washington, famed throughout the world as these are. To hear that there are promptly to be close to this library two manual training schools, one of these for the colored people, and also a business high school, making this an educational center with the library serving all, enables me to assure myself that here beyond doubt is a wise use of surplus wealth, and that is reward enough. That the President himself has seen fit to testify by his presence the importance he attaches to the free library; that so many public officials of highest rank from the bench and the Cabinet are here, and also members who rule over us in Congress, is most impressive, and I congratulate you, gentlemen of the commission, that such an audience has assembled to honor you for public service nobly rendered, and to show their cordial approval of and interest in the free library, the fruit of your labors.

LECTURE HALL, SECOND FLOOR.



LOBBY, SECOND FLOOR.

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REPORT OF THE LIBRARIAN.

WASHINGTON, *October 1, 1902.*

GENTLEMEN: Herewith is submitted a report of the work of the library for the year ending June 30, 1902, being the third report for a complete year since the opening of the library. The delay in completing the new library building has of necessity interfered largely with the general work, but notwithstanding this there has been a very great movement toward better things. The old building has been utilized until the limit has been reached, and this is made evident in the statistics, which can not give as large figures as we hoped in regard to circulation and the general use of the library, but on the whole show a healthy growth. The stack rooms have been completely filled, so that many new books had to be piled up in the basement to await transportation to the new building as soon as rooms should be made ready for them. The difficulties have not been lessened by a moderately increased force and a proportionately larger appropriation for books, the latter item adding greatly to the work of the already overburdened library force.

(CIRCULATION OF BOOKS.)

The appropriation for the purchase of books for the year was \$5,000, and on February 14, 1902, a special appropriation of \$40,000 for books was made, to become immediately available, to increase the collection for the new building expected to be completed during the year. This provision for a great addition to the book supply could not be made immediately available to the public, because when purchased and catalogued there was no room for the books on the shelves of the old building. The readers who use the library have been very patient, waiting for the greater facilities hoped for in the immediate future. There has been a steady increase in the circulation as compared with former years.

On July 1, 1901, the total number of books accessioned in the library was 22,811, and on June 30, 1902, it had increased to 33,566. The issue of books for home reading ranged from 9,501 in September, 1901, to 15,177 in March, 1902. The following table (A) gives the circulation by months and the number of books of the different classes drawn by readers:

A.—*Circulation, by months and classes, from July 1, 1901, to June 30, 1902.*

The total issue of books for the year was 149,116, or an average of 12,426 volumes a month. This is a total increase of 25,551 and a monthly increase of 2,130 books. The number of books in the library at the beginning of the year was 22,811, and on June 30, 1902, 33,566, so that the average number for the year was about 28,188. This makes the yearly circulation equal to five times the number of books in the whole library.

The average number of registered borrowers during the year was about 16,000, and the average number of books issued to each borrower was 9; or, taking into account all who registered, each reader had a book 126 days out of the 303 library days of the year. The largest circulation in any one day was 1,046 volumes, and the smallest 138. The average daily circulation for the different months, as shown in the table, has varied from 384 to 583, the largest being April, 1902; the smallest July, 1901. Last year the largest was 468; the smallest 315. The percentages of the books of the different classes taken out does not vary materially from last year. The inclusion of juvenile books with fiction increases the apparent percentage of fiction unduly, as quite a large part of the juvenile books drawn are not fiction. From what has been stated it will readily be seen that there has been a steady increase in the use of the library. In the above statistics no account is taken of the number of books used in the reading room or of the use of periodicals, bound or unbound. The number of books worn out, lost, etc., during the year was 831, distributed monthly, as follows: 1901—July, 46; August, 55; September, 119; October, 47; 1902—January, 69; February, 60; March, 57; April, 108; May, 56; June, 114.

FINANCIAL STATEMENT OF COLLECTIONS.

The amounts of money received at the delivery desk for fines, duplicate collection, books lost, and other items, are shown in the following table (B):

B.—Monthly statement of fines, etc., from July 1, 1901, to June 30, 1902.

	1901.						1902.						Total.
	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	
Fines.....	\$68.84	\$50.72	\$63.62	\$70.21	\$79.66	\$112.12	\$84.40	\$87.93	\$88.88	\$92.40	\$90.86	\$98.00	\$987.64
Duplicate collection.....	32.80	31.70	31.30	60.90	74.20	60.10	47.30	35.20	33.60	40.80	49.70	36.80	534.40
Books lost and injured.....	2.00	3.35	4.65	.60	2.10	.60	1.12	1.00	.75	2.45	1.60	5.60	25.82
Reserves.....	.86	1.18	1.10	1.92	1.34	.76	1.10	1.42	2.42	1.66	.88	.50	15.14
Reissued cards10	.20201020	.10	.90
Total	104.50	87.05	100.87	133.63	157.50	173.58	133.92	125.65	125.65	137.31	143.24	141.00	1,563.90

The principal item in the table is that for fines, amounting to \$987.64 for the year, or an average of \$82.30 per month, the amount collected at 2 cents a day for overdue books. This shows a payment for 49,382 days. The total amounts and the monthly average is quite an increase over last year. The other large item is \$534.40, the amount received for books drawn from the duplicate collection, being about the same as last year. This money is used for the purchase of additional duplicates, thus increasing the books in the library. A very much larger

circulation could have been made from such a collection had it been possible to properly attend to it, with the other duties devolving upon the limited force at the charging desk. All the extra time has been given to the preparation of new books for the general collection.

ORDER ROOM.

The largely increased work in the purchase of books caused by the increased appropriations has made necessary a special division, with quite a force entirely devoted to this work. Under this arrangement the lists of books are prepared with system and orders made promptly, so that the books in the library may as rapidly as possible approach a fairly well arranged collection. But it will take time to have the different parts of the collection adjusted to the needs of the public, as it will eventually be arranged. During the last three months, since the appropriation of \$40,000 became available, much has been done to secure as many orders as possible, so as to have the books ready at the opening of the new library building; but in all this work great care has been taken to select only the best books, leaving for the time the selection of fiction and duplicate copies of other works that are certain to be needed. At the present rate of increase the number of books ready for use when the new building is opened in December will be from 45,000 to 50,000; and the additions each month following, several thousand volumes, as speedily as they can be prepared with the force allowed. The provision for supplying the urgent need of the children's room has already been made by the purchase of 3,600 books, and some 1,000 more not yet received.

BINDING.

During the past year 1,900 books were rebound and 200 periodicals bound. At present books which are beyond repair at the library are sent at once to the bindery. As a result, during the year only 775 volumes were worn-out, against 1,129 in the previous year and 2,232 during the year 1899-1900. The small number of periodicals bound was not due to lack of material, but to lack of assistants to prepare them for the bindery. The 200 that were bound were the current issues from the reading room. There are thousands of unbound periodicals, most of which have been gifts, waiting to be prepared for the bindery. Since the publication of the Poole index the serials form the most valuable of reference books, and there is the greatest need that the unbound numbers now piled in the library be prepared for use at once. The three rooms on the upper floor of the building are almost entirely devoted to storing unbound periodicals. There has been some difficulty in procuring satisfactory binding, done as promptly as needed, especially of periodicals. The books that need rebinding are always those that are most used, and hence are wanted on the shelves as early as possible. The repairing of injured books has been quite a tax upon the limited force in the library, and attention is again called to the urgent necessity of having a bindery of some sort in the new building, and the recommendation made last year that \$1,000 be appropriated for this purpose is renewed. This expenditure need only be for necessary tools and plant to have the work done in

the building, so as to save the risk of loss in sending books away, and more especially in having the work done more promptly. It is believed this would save expense in doing this kind of work. The new library building has a room in the basement especially designed for a bindery.

REGISTRATION.

In 1901 2,871 persons registered; in 1902, 5,422. All cards are made out for three years, and at the expiration of that time the applicant must reregister. The reregistration began on January 2, 1902, and up to June 30, 1902, 1,852 out of the 6,712 whose cards had expired had reregistered. Each person had been notified of the expiration of his card three days before it was canceled. On July 1, 1902, there were 12,038 card holders registered at the library. The average for the year has been 17 new readers' cards a day. The delay in opening the new library building has had much to do in the matter of registration, as many persons, knowing the lack of facilities at the old building, will naturally feel inclined to delay until the greater privileges are open to them. The larger number and greater variety of books will doubtless make the number of readers very much larger the coming year.

CATALOGUE DEPARTMENT.

During the past year the work in the catalogue department has been progressing rapidly. Since March the force has been increased by two temporary cataloguers, in order that the extra amount of work occasioned by the special book appropriation might be accomplished as speedily as possible. The work is continually increasing in amount and importance, and it is recommended that the three temporary cataloguers may be continued during the ensuing year. The duplicate typewritten catalogue for the public has been kept up to date and is being more and more used as the people come to understand that after all a dictionary catalogue is not formidable. Ten thousand seven hundred and fifty-five books have been added to the library during the year and have been accessioned, classified, and catalogued in this department, the number of cards written being 18,808, while the same number of duplicate typewritten cards were also prepared, making a total of 37,616 during the year. The books will be available for circulation as soon as the library is housed in its new quarters. The collection represents a number of fine works, such as the Variorum edition of Shakespeare, the biographical edition of Thackeray, besides many necessary books which a library can not well do without. Under the present arrangement new books are placed upon the shelves within a few days of the date of their reception in the library. The system of using the typewriter in preparing both duplicate cards and book cards has proved very useful and made a great saving of time and money. It is expected that further use of these helps will be made in the future. The work done in the cataloguing room is shown by the following table (C), giving the number of books added and cards made per month:

ROOM, MAIN FLOOR.

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CHILDREN'S ROOM, MAIN FLOOR.

C.—Table of number of books added and cards made July 1, 1901, to June 30, 1902.

	New cata- logue cards.	Books added.
1901.		
July.....	751	208
August.....	534	244
September.....	256	152
October.....	821	700
November.....	1,239	638
December.....	1,161	601
1902.		
January.....	1,353	896
February.....	1,531	983
March.....	2,025	1,367
April.....	2,958	1,400
May.....	3,394	2,807
June.....	2,785	759
Total.....	18,808	10,755

The large number of long sets catalogued requiring but few cards, also many of the books bought as additional copies of those already in the library, or replacements for worn-out volumes, makes the work much greater than might be inferred from the number of new catalogue cards as given in the table.

CHILDREN'S ROOM.

Up to the present time there has been no special children's work in the library with the exception of the circulation of a miscellaneous collection of juvenile literature, estimated at about 812 volumes. Owing to want of sufficient room and lack of adequate force, there has been but a partial attempt to direct the reading or to have any proper method of supervising the children's work. With the opening of the new library, however, quite a different condition of affairs is expected. The children will have their own room, their own librarian, and their own books. Everything will begin on a moderate scale, so as to grow slowly but surely. If the work for the children in Washington develops as expected, there will be a large room in the basement of the new building to serve as an attractive children's room. On the opening of the new library the children's department will occupy a well-lighted and ventilated room in the west wing on the main floor. Tables and chairs of different sizes, especially made for the children's comfort, have been purchased. New books are being ordered and received daily—books on all subjects and for all ages, for the larger boys and girls, and for the very little ones. The room will contain a collection of about 5,000 volumes of the best juvenile literature, and these will be arranged on shelves all around the room, to which the children can have easy access, with plenty of room to examine and select books without crowding.

The object of the children's department of a public library should be to give to all the children of the community the books that belong to them. The young people are usually those who want books, and can come to the library for them; those who are not yet acquainted with the books or else indifferent to them, and those who because of remoteness, lack of car fare, or some other good reason, find it impossible to visit the library. To meet the demands of such a constituency

those most experienced in children's work find that it divides itself into three departments: First, the children's room in the library; secondly, the department for supplying duplicates to the schools; and thirdly, the home libraries. The force necessary to manipulate this work must be organized under one directory head, to whom all the others are responsible.

It is important that the books on the open shelves of the children's room should be carefully selected. The best literature should be made conspicuous. Give a child a taste for real literature and he will not want trashy books. Help a child to form the habit of choosing correctly and he will find flashy "yellow-backed literature" exceedingly stupid, and when he reaches the broader latitude of the adult department he will better know how to take care of himself. No pains should be spared in making the room attractive by means of pictures, plants, and flowers. Interest in the books may be developed by bulletins, special lists, and stories. In some libraries the story hour is a very prominent feature and has been successful in introducing children to books which would possibly never have appealed to them otherwise. Paramount in importance, however, to the selection of books and the attractiveness of the room, and influencing both, is the corps of assistants in the children's room. Miss Olcott, the director of the training school for children's librarians at Pittsburgh, says:

Too much stress can not be laid upon the importance of training for an attendant in the children's room. She should be not merely a guardian of books and a disciplinarian; she should be a sympathetic guide. The child comes to the library through choice; he comes for recreation and he comes for help. The attendant is in a most delicate position. She should be a teacher in the strongest sense, and yet the sympathetic confidant of every child who visits the library. The very fact that he comes voluntarily opens his heart; but what tact, what powers of sympathy and discrimination are necessary to subtly lead and guide, and yet not violate this confidence. She needs all these qualities supplemented by a good education, a deep, but cheerful sense of responsibility and a real spirit of comradeship with the children.

To reach this goal the children's librarian must add to an inborn talent for the work, a warm love for humanity, a sense of humor, some knowledge of the principles of psychology and sociology, as well as training in the several departments of regular library routine work, and a thorough acquaintance with children's literature. Teachers and parents should be encouraged to pay frequent visits to the children's room both to advise and consult with the children's librarian. The child should have a proper sense of ownership in the room; he should feel that he comes for mental recreation, as well as for help with his studies, and be at liberty to revel in books to his heart's content, so long as he does not interfere with the rights of others. In the children's room of the public library there should be as little of the school atmosphere as possible. One corner should be set apart for school reference work, but otherwise the room should be free from any element of study. The child should read because he delights in it, not because he must.

Work with the schools.—The importance of the cooperation of the schools with the library can not be emphasized too strongly. In the words of a circular issued by the National educational association—

There should be most cordial relations between the school and the library. The librarian should know the school and its work in a general way, as a very important part of his work, just as the teacher should know the library and its methods as part of her work. The children should have free access to the shelves. The community should be led to regard the library as a necessary part of a system of education—just

as essential as the common school. If it is the duty of the State to see that its citizens know how to read, it is certainly none the less its duty to see that they are so trained that the ability to read will be a blessing rather than a curse. A free public library is the adult's common school. Children should know what a library is, what it contains, and how to use it. A child can be no more wisely left to get his knowledge and taste for literature by himself than to get his mathematical or scientific training in the same way. Children must be trained to use the library as they are trained to do other things. Pupils should learn to read with economy of time by making use of page headings, tables of contents, Poole's Index, card catalogues, and other helps. * * * The destiny of a child is not affected by the ability to read, but by the use he makes of that ability. The ability to read is merely a means to an end.

In many of the large libraries cooperation with the schools has been carried on for years; but in a few the work has been specialized and the department of school duplicates developed. The forming of a special department for school work was brought about by the complaints of the teachers and pupils that the books most wanted were never in and that the time limit for borrowing was too short; on the other hand, the regular borrowers were deprived of the books drawn by the schools. So it became necessary to purchase selected lists of duplicates for the schools. A simple method of charging was devised and collections that could be kept as long as desired were sent to the teachers requesting them. Some of the teachers found that with their regular school work they had little time left for the necessary mechanism that goes with the lending of books. Rooms in schools inaccessible to the library were set aside by the school boards for deposit stations for the library. To these the library sent books and children's librarians. Some of the stations are opened one and some two afternoons a week, according to the demand. The older brothers and sisters, as well as the little children not attending the school, are allowed to draw books. A great opportunity for personal work is afforded, and the "library teacher," as the children call her, becomes a factor in the life of the community.

In St. Louis the plan of sending 30 to 40 copies of the same book to a given schoolroom has proven satisfactory. The collections are interchanged among the different rooms of the several schools. The school duplicates do not remain idle in the summer months, but are placed in the vacation schools and children's playgrounds, where good use is made of them. Although the children's department of our own public library is scarcely yet in the embryo, there have already been requests for books from the teachers. The schools seem ready to meet the library half way in its coöperative educational function, if only the library could do its part. The work will be limited because of the great need for a number of efficient assistants, and if the demand in the schools increases, there will be great need of appropriations for the purchase of the necessary duplicates.

Home libraries.—The idea of the home library system was originated in 1887 by Charles A. Birtwell, secretary of the Boston Children's Aid Society. His plan was to send a small case of about 20 well-selected books to the homes of several children in the different portions of the congested districts of Boston. Each child was asked to invite 10 of his special friends to meet at his home at an appointed time once a week, when a visitor met them, gave out and exchanged the books, and made the time pass pleasantly by means of games and stories, never losing an opportunity to interest the children in the books or to draw them on to talk of what they had read. When the children had exhausted

the contents of the 20 books they were exchanged for 20 more. This scheme was adopted by charity organizations in different cities, but it is only in the last three or four years that the wisdom of placing the home library system under the auspices of the public library has become evident. This was brought about for economical reasons, as well as on account of the fact that the scheme was thus freed from any element of pauperization. Books are the right of every child. The community owes so much to each one. Home libraries have been especially efficacious in reaching those children who leave school in childhood.

In opening a children's room for the first time we are dealing with an imaginary constituency. It is impossible to estimate now just what will be the demand of the children of Washington. In Pittsburgh, a city with a population of only about 42,000 greater than Washington, a staff of 17 children's librarians, with the assistance of as many apprentices, is considered barely sufficient to accomplish the extensive children's work done by the Carnegie Library and its branches. In Milwaukee, Cleveland, and other places prominent in the development of children's work, four or five assistants and two pages are all the force required for a children's room at the central library. The work must adapt itself to the special needs of each city. At Washington there will be one assistant on the opening of the children's room in the new library. The need for additional assistants and books will be better known after the work is fairly established and the demand of the people for this branch of the library work ascertained. It seems that the capital of the United States, the city of Washington, that proudly boasts one of the finest systems of public schools in the country, would not wish its companion educational institution—the Public Library—to fall behind on the road of progress.

ADDITIONS TO THE LIBRARY.

The full statement given in the last report of the need of books and the generous response in the appropriation of \$5,000 for the year and the special appropriation of \$40,000 to become immediately available last February make it less necessary to mention, in detail at least, the necessities of the library as to books. It is true that the amounts given will not furnish a sufficient amount to make a complete circulating library for our city, but a fair allowance each year for books, at least until the different branches of the library are somewhat complete, is imperatively needed. Until there are 100,000 volumes in the collection, and these largely of the more permanent classes of books, it can not be said that the demand is fairly supplied. The greater loss of books by wear in a circulating library makes it absolutely necessary to largely increase the stock of books, and of certain classes the need of renewal is so absolute that extra provision must be made for such contingencies, and this constantly.

Not less than \$15,000 per year will be the lowest possible sum for the present. After the library has attained to something of what it should be somewhat smaller amounts will be sufficient, but it will be economy to make the library fairly complete at as early a date as possible. So far as the increase of the library has been made by purchase, the proportion of the different classes has been about as follows: General works, 5 per cent; philosophy and religion, 4 per cent; biography, 7

per cent; history and travel, 14 per cent; social science, 5 per cent; useful arts, 3 per cent; fine arts and recreation, 2 per cent; language and literature, 20 per cent; fiction and juvenile works, 35 per cent. The demand for certain classes of books in one place differs from that of another, the call for technical works being less here and that for language and literature, fine arts, and social science being greater in proportion. The large number of students in the schools require careful consideration in the selection of books for the general library, and for the children in the graded schools, of which special mention is made elsewhere in the report.

The additions by gift the past year have been considerable, more especially the medical and general library of the late Dr. Samuel C. Busey, some 1,775 volumes, and the collection of the Medical Society of the District of Columbia, which is ready to be turned over as soon as rooms are ready in the new building. There have also been received the following: The Post-Office Department, 1,825 volumes; the Woman's Anthropological Society, 348 volumes and 1,043 pamphlets; Evening Star Newspaper Company, 294 volumes; Mr. Perry B. Turpin, musical collection, 215 volumes; Dr. G. L. Magruder, 198 books, 598 pamphlets, and 1,174 periodicals; James O'Neil, biographical works, 94 volumes; A. M. Reed, 100 volumes; Mr. Theodore W. Noyes, 561 periodicals; Miss Alice C. Fletcher, 36 volumes of anthropological works; unknown donor, through Mr. R. Ross Perry, set of Century Dictionary. A large number of smaller donations have been received which are credited in the list of gifts for the year.

READING AND REFERENCE ROOM.

The need of proper accommodations for readers has continued during the year, but that will soon be remedied by the ample room in the new building and the largely increased number of reference books added during the year, especially of sets of important periodicals that are constantly used by readers and students of special topics. These are mostly of a general character, as it is believed that the more special reference work can be better done at the Library of Congress. Still, there is a great demand for works of this kind, especially by students in the high schools and others who have limited time to make researches. It is hoped that in the new and beautiful building soon to come into our possession, more assistance can be rendered readers by a special librarian familiar with the work. In that building the demands of visitors are sure to be far more numerous and exacting than ever before.

The public expects, as it has a right to, that we shall have the newest and best books in science, art, and literature; that the reference department shall be adequate and contain the freshest and most authoritative works in the arts of everyday life and applied science, and that these works shall be constantly available at any time when the library is open. Further, it asks, and rightly, that the reference librarian shall be a person of varied attainments and competent to assist the searchers after facts, figures, and opinions, which often are of a very elusive character. The larger public and university libraries have such an assistant, whose special duty is to aid readers in their researches. It was not possible heretofore for us to have such an assistant, but the time is very rapidly approaching when it will be

generally recognized that all libraries of the rank of ours must have a person of high attainments, fully competent to make available to all comers the complete resources of the collection under his hands.

SHELF LIST.

The shelf list is one of the most important records of the library. By the entry made in it a book is assigned its place on the shelves. It tells when a book is worn out, lost, or withdrawn from circulation, and it is used to take the inventory, which is as necessary in a library as in any business house. The shelf list also forms a "classed catalogue," and is for official use only. Since the organization of the library the shelf list has been kept on sheets which, in a small collection, answers the purpose fairly well, but the increasing supply of books necessitates a constant readjustment of the entries and often the copying of lists of certain crowded classes. To overcome this difficulty it has been deemed advisable during the past few months to transfer this record from sheets to cards, and four typewriters have been employed to do the necessary copying. About 15,000 author entries have been transferred to cards, and it is expected to have this part of the work completed by the 1st of January, 1903, and in the future all the listing will be typewritten, so that the cards can be inserted in their proper places at once, and always be found in exact order.

DUPLICATE COLLECTION.

Owing to the pressure of other matters in the library, there has not been so much attention paid to the small duplicate collections of books, though those that were available have been in constant use, the increase to the list being 479 for the year, added as follows: 1901—July, 9; August, 39; September, 57; October, 96; November, 49; December, 44. 1902—January, 23; February, 37; March, 28; April, 58; May, 39; June, 19. With proper facilities for arranging and issuing these books, quite a large circulation will follow, and, as this costs nothing to the library except the issuing of the books and these books speedily become an integral part of the general collection, it is worth while to continue the experiment.

LIBRARY FORCE.

In the last report special stress was laid upon the need of an increase in the regular force of the library, and appropriations were made increasing the number from 13 to 29 for the year ending June 30, 1903, and the amount for salaries from \$8,380 to \$17,420.

A well-trained force of attendants and assistants is imperatively demanded in the conduct of such a library as this has already become. The requirements of the public are insistent for quick and adequate service in every department, at the delivery counter and in the reference rooms. In the rush of modern life this condition is going to become ever more pressing, for the age of electricity is upon us, and in all the walks of life men are straining to attain quick results, and are on the alert to avail themselves of short cuts to them. For us this means that we must make use of every practicable time-saving device that will contribute to the one object of all library effort—the getting of the desired work into the hands of the reader with the expenditure on his part of the least possible time and labor. The

present force of workers is utterly inadequate to accomplish this very desirable end, and the number of assistants, attendants, and pages needed cannot be determined at once; but for several years it will probably be necessary to keep adding to them until the proper relation of force to circulation is ascertained.

For the next fiscal year, July 1, 1903, to June 30, 1904, the following force is deemed absolutely necessary, and possibly will not be sufficient to properly carry on the greatly increased work in the new library.

Librarian	\$3, 000
Assistant librarian	1, 200
Reference room assistant	900
Children's room assistant	720
Children's room assistant	540
Issue division assistant	720
Issue division assistant	600
Issue division assistant	540
Registration division assistant	600
Registration division assistant	540
Cataloguer	900
Cataloguer	840
Cataloguer	720
Cataloguer	600
3 temporary cataloguers, at \$540. (Same as special appropriation last year) ..	1, 620
Stenographer and typewriter	720
2 attendants reading rooms, at \$480	960
2 attendants reading rooms, at \$360	720
2 attendants delivery room, at \$480	960
2 attendants delivery room, at \$360	720
4 messengers, at \$360	1, 440
8 pages, at \$240 (for stock and delivery rooms)	1, 920
2 janitors, at \$480	960
Engineer	900
Fireman	540
Workman	480
Watchman	480
4 charwomen, at \$180	720

In this estimate the places needed to be filled are stated as nearly as possible according to the various requirements of a large building and a greatly increased circulation. In the old building, where the rooms are small, the books few, and the shelves open to readers, a much smaller number of assistants can do the work, though it must be admitted the service has not been what was desired, but this was unavoidable under the circumstances.

The desk force of the circulating department must be largely increased, especially in the matter of attendants, messengers, and pages to handle the books; but though these add largely to the numerical list, they do not greatly increase the salary account. The larger number of rooms also require more attendants, especially the reading room and the children's room. It will be noticed that there are ten persons on the list whose work is taking care of the building alone. The work of cataloguing will be heavy for some time, and the number of cataloguers asked for is really less than needed at present, including a continuation of the three temporary cataloguers of last year. Only a very moderate estimate is made for increased salaries, the same as in former years. One assistant for the reference room is asked, and one cataloguer, at \$840, that there might be some provision for promotion from lower positions. The salaries for the higher grade

of assistants and cataloguers are entirely too small and should be corrected as soon as possible, else the comparison of the salaries paid in the library with those given in other departments in our city will tend to deprive the library of the services of capable persons when they can do better elsewhere. Proportionately, the salaries in the Public Library are much lower than they should be.

ESTIMATES FOR BOOKS, BINDING, AND CONTINGENT EXPENSES.

On account of the great increase in the number of books in the library and the large number to be added during the year will necessitate an increase in the binding fund, and the expense of fitting up and running expenses of the new building will add considerably to the item for contingent expenses: while the amount needed for books should continue at a reasonable amount for additions for the present. The amounts needed for the coming year are as follows:

	Asked for.	Last year.
For binding (increase, \$2,000)	\$5,000	\$3,000
For fuel, lighting, fitting up building, and other contingent expenses.....	9,000	9,000
For purchase of books	15,000
Special appropriation last year	40,000

SPECIAL GIFTS TO THE LIBRARY.

The gifts to the library, especially of books, have been considerable. The only money donations received were \$5 from Miss Catherine C. Colt, \$100 from Messrs. Woodward & Lothrop, and \$100 from Hon. James T. DuBois, the interest on the Henry Pastor memorial fund.

The number of donors of books was 179, and the number of volumes given 3,631; pamphlets, 2,981; periodicals, 3,517. The principal gifts are noted under the heading of additions to the library, the most important one being the medical and general library of the late Dr. Samuel S. Busey, generously turned over to the library by Mr. John H. Saville, the administrator of the estate. The libraries of the Anthropological Society of Washington, the Woman's Anthropological Society, and that of the Caledonian Club have also been given to the library. Of the miscellaneous gifts were a globe and stand from a donor who did not wish his name known; a collection of political scrapbooks, 14 large volumes, and some pictures; Miss Alice Fletcher, 62 pictures.

GENERAL NOTES.

In closing this report it is only proper to acknowledge the great assistance rendered to the work of the library by all the members of the board of trustees, who have given much time in aiding the librarian; this especially so on the part of the president and the chairman of the committee on books, Mr. Spofford, who revised large lists of purchases, and has been of invaluable service in the selection of books. The crowded condition of the rooms of the old building has made the work of the assistants and attendants quite difficult, and the added duties in preparing for the needs of the new building have been cheerfully borne, and it is largely due to their earnest efforts that so much has been done.

WESTON FLINT, *Librarian.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

List of scientific periodicals purchased by the Henry Pastor Memorial Fund.

[M., monthly; W., weekly; Q., quarterly; F., fortnightly.]

M. American Electrician.	M. Ice and Refrigeration.
W. American Architect and Building News.	M. Inland Printer.
W. American Gardening.	W. Iron Age.
M. American Journal of Science.	M. Marine Engineering.
W. American Machinist.	M. Meehan's Monthly.
M. American Naturalist.	M. Mines and Minerals.
M. Anthony's Photographic Bulletin.	M. Popular Science Monthly.
M. Art Amateur.	W. Scientific American.
M. Art Interchange.	W. Scientific American (supplement).
Q. Auk.	M. Scientific American Builders' Edition.
M. Carpentry and Building.	M. Sibley Journal of Mechanical Engineering.
M. Cassier's Magazine.	M. Street Railway Journal.
W. Country Gentleman.	Engineering.
W. Electrical World and Engineer.	Library World.
M. Engineering Magazine.	Library Association Record.
W. Engineering Record.	

List of periodicals purchased from book fund.

M. Argosy.	W. Living Age (Littell's).
W. Athenæum.	M. Masters in Art.
M. Birds.	M. McClure's Magazine.
Bi-M. Bird-lore.	M. Munsey.
M. Blackwood's Magazine.	M. Modern Culture.
M. Bookman.	M. Missionary Review of the World.
M. Cassell's Little Folks.	W. Musical Courier.
M. Century.	M. New England Magazine.
M. Chautauquan.	W. Nation.
M. Century.	W. New York Evening Post.
W. Collier's Weekly.	W. New York Times (Saturday review).
M. Contemporary Review.	W. New York Tribune Review.
M. Cosmopolitan.	M. Nineteenth Century.
M. Critic.	M. North American Review.
M. Current Cyclopedia.	M. Outing.
M. Current History.	W. Outlook.
M. Current Literature.	M. Physical Culture.
M. Cumulative Book Index.	W. Philadelphia Times (Saturday book review).
M. Cumulative Index to Periodicals.	M. Plant World.
M. Dial.	M. Public Libraries.
M. Frank Leslie's.	W. Public Opinion.
M. Fortnightly Review.	W. Publishers' Weekly.
M. Forum.	M. Psychological Review.
Q. Edinburgh Review.	M. Readers' Guide to Periodical Literature.
M. Education.	M. Review of Reviews.
W. Great Round World.	W. Science.
M. Harper's Bazar.	M. Scribner's Magazine.
M. Harper's Weekly.	M. St. Nicholas.
M. Harper's Monthly.	M. Studio, The.
M. House Beautiful.	W. Weekly Copyright Bulletin.
W. Independent.	M. Windsor's Magazine.
M. Kindergarten Review.	M. Westminster Review.
M. Ladies' Home Journal.	M. Woman's Home Companion.
M. Library Journal.	M. World's Work.
W. Life.	W. Youth's Companion.
M. Literature.	
M. Little Folks (Cassino).	

Annual reports of libraries received during the year.

Donor.	Annual reports.	Donor.	Annual reports.
Cambridge, England, Cambridge University Library	1	Columbus, Ohio, Public Library	1
Newark, N. J., Free Public Library	1	Washington, D. C., Library of Congress	1
Manchester, N. H., City Library	1	Burlington, Vt., Fletcher Public Library	1
Tokyo, Japan, Imperial Library	1	Cork, Ireland, Free Public Library	1
Chicago, Ill., John Crerar Library	2	New York City, Mercantile Library	1
Pittsburg, Pa., Carnegie Library	1	Peabody, Mass., Peabody Institute	1
Birmingham, England, Free Libraries..	1	Dundee, Scotland, Dundee Free Libraries	1
Belleville, Ill., Public Library	1	Detroit, Mich., Detroit Public Library	1
Boston, Mass., Public Library	1	Salem, Mass., Salem Public Library	1
Toronto, Canada, Toronto Public Library	2	Cambridge, Mass., Cambridge Public Library	1
Burlington, Vt., Burlington Public Library	1	Lynn, Mass., Public Library	1
Providence, R. I., The Providence Athenaeum	1	Taunton, Mass., Taunton Public Library	1
Allegheny, Pa., Carnegie Free Library ..	1	Council Bluffs, Iowa, Free Public Library	1
La Paz, South America, Biblioteca Publica	1	Wilmington, Del., Wilmington Public Library	1
Eau Claire, Wis., Eau Claire Public Library	1	Baltimore, Md., Enoch Pratt Library	1
Syracuse, N. Y., Syracuse Public Library	1	Haverhill, Mass., Haverhill Public Library	1
Rochester, N. Y., The Reynolds Library ..	1	Chicago, Ill., Chicago Municipal Library	2
Scranton, Pa., Scranton Public Library ..	1		

List of donations, 1901-2.

Donor.	Books.	Pamphlets.	Periodicals.
United States Department of Agriculture	1	13	
Wilber L. Wright	1		
Smithsonian Institution	5	14	
State superintendent, Madison, Wis		2	
United States Bureau of Education	1	3	
Antioch College		2	
Werne and Swasey	1	1	
Chamber of Commerce, New York	1		
United States Department of Labor	2	4	
Washington Board of Trade	1	1	
Frank Hamilton	2		
Wood-Allen Publishing Co.	1		
Gilbert Thompson	2		
Mrs. George Marsh	8	32	433
Richardson Lucas		1	
Mrs. D. O. Knight	2		
Superintendent documents, Government Printing Office		1	
School Board, New York City		1	1
C. M. Clark Publishing Co	1		
Unknown donor	7		
Dennis Wilson	34		
Chief of Engineers, U. S. Army	1		
James O'Neill	94		
Deering Harvester Co		1	1
G. W. W. Hanger		1	1
Charles E. Stearns	1	1	
Henry M. Leipziger		1	1
Simkins, Marshall, Hamilton, Kent & Co	2		
Mrs. W. S. Thompson	18		
Mrs. Fannie Birch	9		
Keple Hoyt	19	6	60
Richard Bartholdt		1	
H. M. Rochester	4		32
Frank L. Stickney		41	
M. Harris	1		
Ministro de Relaciones Exteriores	2		
C. C. Mott	1	16	
Concord (N. H.) State Library	2		
Mrs. M. L. Hall	2		
Gen. J. C. Breckinridge		2	
Theodore W. Noyes			561
United States Navy Department		1	
Surgeon-General U. S. Army	1		
Appleton & Co		1	
Edward Jagger	52		

List of donations, 1901-2—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Eugene DeF. Heald		1	1
W. E. Waters		6	
Frederick Crunden		5	
C. K. Perry		1	1
Katherine M. Keith		1	1
Wm. L. Kimmell		1	1
Mrs. M. P. Seamans (for Anthropological Society)	348	1,843	15
Adelaide M. Campbell	3		
Mrs. Edward Kolb	1		
Wm. E. Reed	7		17
American Free Trade League		1	
Miss Cinna S. King			348
John McMakin	3	1	
Harvard College	1		
F. A. Lucas			1
M. Archer de Lima	1		
Bureau of American Republics	4		
Mrs. Andrew J. Chapman	10		
Miss Mary Spencer	3		
Dr. John S. McLain			667
George F. Shaw	2		
Charles B. Ball	7		
Dean of Harvard University	1		
George Putnam's Sons	1		
Alfred Hewitt	1		
United States Treasury Department	1		
Dr. George L. Magruder	198	598	1,174
Caledonian Club	46		
Public Library, Chicago, Ill			7
J. H. Sumner	28		6
A. M. Reed	100		
James Creelman	1		
R. M. Cust	7		
Evening Star Newspaper Co.	294		
United States Post-Office Department	1,825		
University of the State of New York	9	11	3
Hartford, Conn., bureau of labor statistics	1	1	
Emory A. Bryant	1		
United States Comptroller of Currency	1		
Laura Kimberly	1		
R. G. Thwaites	1		
American Swedenborg Society	25		
Mrs. H. C. Miller	1		
James T. DuBois		1	
Mr. W. P. Kellogg	6		
Board of Education, Cleveland, Ohio			1
John A. Halderman	1		
R. Hutcheson		1	
Prof. H. B. Carrington	2		
The Patriotic League	8		
Woodward & Lothrop	17		
United States Civil Service Commission	51	56	
Thomas O. Hills	1		
Mrs. D. Barr	1		
R. R. Donnelly & Sons	5		
E. M. Bartlett		68	
Brown & Sharp Manufacturing Co.	1		
C. L. D. Washburn	6	42	
Breeze Publishing Co	1		
G. L. Sherer	1		
Soule Art Co.		2	
Philadelphia City Institute			1
Commissioner of labor statistics, Columbus, Ohio			1
Bureau of labor statistics, Des Moines, Iowa		1	
Bureau of labor statistics, Springfield, Ohio		1	
George T. Watts			70
Mrs. N. J. Nelson	2	22	
Perry B. Turpin	215	10	
Wm. Blackman		1	
Bureau of agriculture, Olympia, Wash		1	
United States War Department	12		
United States Commissioner of Labor		3	
J. E. Dexter	1		
Washington National Monument Society			1
Rev. Martin Post	1		
G. W. Shank	1		
Dr. Wm. Woodward	1		
Mrs. Thomas Roberts	1		
A. H. Grout, M. C.		1	
Capital Book Club	16		

List of donations, 1901-2—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Dr. Swisher.....	1		
Mrs. Heilia.....	7	2	58
Mrs. Matin.....			22
Dr. Waters.....		38	
Juvenile Chautauqua Society.....	1		
Mrs. King.....		68	
United States Department of State.....	1		
Dr. Samuel S. Adams.....	1		
Oxford University Gazette.....		1	
Miss A. C. Fletcher.....	36		11
James Sisk.....		1	
Presbyterian Hospital.....	1		
Alexander Lynch.....	2		
Mrs. J. Condit-Smith.....	4		
Mrs. C. J. Pierce.....	8		

REPORT OF THE TREASURER.

WASHINGTON, D. C., *October 1, 1902.*

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the public library during the fiscal year ending June 30, 1902:

Current expenses:

Appropriated salaries.....	\$15,800.00
Expended	15,800.00

Contingent fund:

Appropriated	3,500.00
Expended as per statement herewith	3,368.24
Bills not yet rendered	131.76

Total	3,500.00
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Binding fund:

Appropriated	2,500.00
Expended	2,496.35

Balance	3.65
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Book fund:

Appropriated	5,000.00
Expended	4,994.80

Balance	5.20
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Book fund (act February 14, 1902):

Appropriated	40,000.00
Expended	4,143.17

Balance	35,856.83
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Book fund, donations:

Balance on hand July 1, 1901.....	101.81
Received gifts, as per statement herewith.....	205.00

Total	306.81
Expended, as per statement herewith.....	98.40

Balance	208.41
---------------	--------

Henry Pastor memorial fund:

Balance on hand July 1, 1901.....	.66
Received interest on \$2,000.....	100.00

Total	100.66
Expended for scientific periodicals.....	98.40

Balance	2.26
---------------	------

Moneys collected at the delivery desk:		
Balance on hand July 1, 1901.....		\$1, 170. 09
Fines.....		987. 64
Duplicate collection.....		534. 40
Books lost and injured.....		25. 82
Reserves.....		15. 14
Reissued cards.....		. 90
Total.....		2, 733. 99
Expended for books.....	\$83. 45	
Expended for assistants.....	155. 00	
Total.....		238. 45
Balance		2, 495. 54

The amounts appropriated for salaries, contingent expenses, binding, and for books are audited and paid by the District government; the others, special funds, gifts of moneys, and other small items, are the only moneys disbursed by the treasurer of the board of trustees.
Respectfully submitted.

WESTON FLINT, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

BOOK FUND, INCLUDING HENRY PASTOR MEMORIAL FUND.

Weston Flint, treasurer, in account with the Public Library.

DR.			CR.		
1901. July 1	To balance in hands of treasurer.....	\$101. 81	1901. Dec. 4	By paid Woodward & Lothrop, periodicals	\$84. 40
July 12	To check, James T. Du Bois. Henry Pastor memorial fund, interest, 1901.....	100. 00			
1902. Jan. 7	To Miss Catherine C. Colt, donation	5. 00	1902. Feb. 18	By paid Woodward & Lothrop, periodicals	14. 00
Jan. 31	To check Woodward & Lothrop.....	100. 00		Balance in hands of treasurer	208. 41
Total.....		306. 81	Total		306. 81

Weston Flint, treasurer, in account with the Henry Pastor memorial fund.

DR.			CR.		
1901. July 1	To balance in hands of treasurer.....	\$0. 66	1901. Dec. 4	By paid Woodward & Lothrop, periodicals	\$84. 40
July 12	To J. T. Du Bois, interest, 1901.....	100. 00	1902. Feb. 18	By paid Woodward & Lothrop, periodicals	14. 00
				By balance on hand.....	2. 26
Total.....		100. 66	Total		100. 66

Contingent fund.

To amount appropriated for 1902	\$3,500.00
Expended as follows:	
Rent	833.33
Fuel.....	108.03
Lighting.....	202.23
Ice	20.79
Furniture.....	604.00
Stationery	647.47
Printing	233.22
Stamps	23.25
Carpenter's work.....	8.75
Insurance.....	56.58
Miscellaneous	630.59
Total	3,368.24
Bills not yet rendered	131.76
Total	3,500.00

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ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
PUBLIC LIBRARY
OF THE
DISTRICT OF COLUMBIA
JUNE 30, 1903.



Sixth
FIFTH ANNUAL REPORT

OF THE

BOARD OF TRUSTEES

AND

FOURTH ANNUAL REPORT OF THE LIBRARIAN

OF THE

FOR THE

FISCAL YEAR ENDED JUNE 30, 1903.



WASHINGTON:

1903.

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OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

THEODORE W. NOYES, term expires 1904.
CHARLES J. BELL, term expires 1904.
RUFUS H. THAYER, term expires 1904.
SAMUEL W. WOODWARD, term expires 1906.
BRAINARD H. WARNER, term expires 1906.
JOHN B. LARNER, term expires 1906.
AINSWORTH R. SPOFFORD, term expires 1908.
JAMES T. DU BOIS, term expires 1908.
R. ROSS PERRY, term expires, 1908.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
WESTON FLINT, *Librarian, Secretary, and Treasurer*.

STANDING COMMITTEES.

BOOKS.	BUILDING.
AINSWORTH R. SPOFFORD, <i>Chairman</i> . RUFUS H. THAYER. SAMUEL W. WOODWARD.	BRAINARD H. WARNER, <i>Chairman</i> . JAMES T. DU BOIS. RUFUS H. THAYER.
EMPLOYEES.	FINANCE.
JAMES T. DU BOIS, <i>Chairman</i> . SAMUEL W. WOODWARD. BRAINARD H. WARNER.	JOHN B. LARNER, <i>Chairman</i> . CHARLES J. BELL. R. ROSS PERRY.
RULES.	BOOKBINDING, ETC.
R. ROSS PERRY, <i>Chairman</i> . AINSWORTH R. SPOFFORD. JOHN B. LARNER.	RUFUS H. THAYER, <i>Chairman</i> . AINSWORTH R. SPOFFORD. JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.	DONATIONS.
CHARLES J. BELL, <i>Chairman</i> . BRAINARD H. WARNER. RUFUS H. THAYER.	SAMUEL W. WOODWARD, <i>Chairman</i> . BRAINARD H. WARNER. CHARLES J. BELL.

BRANCH LIBRARIES.

THEODORE W. NOYES.
CHARLES J. BELL.
BRAINARD H. WARNER.

REPORT OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1903.*

GENTLEMEN: The notable events in the history of the public library, occurring in the year which ended June 30, 1903, are the completion and opening to the public of the new library building donated by Mr. Andrew Carnegie; his additional gift of \$25,000 to furnish and to decorate the interior of the new building; Mr. Carnegie's supplementary gift of the money to be needed from time to time in the future to build branch library buildings in the District of Columbia; and the first donations of miscellaneous circulating books from the departmental libraries, coming under statutory direction through the library of Congress and suggesting the final assembling in the public library of all such available circulating books, whether in departmental libraries or the Library of Congress.

THE NEW BUILDING.

On September 30, 1902, the date of the last annual report of the trustees, the building was practically completed, except some pieces of the marble string and iron railing of the main stairway. It could not be finally accepted from the contractors, however, until entirely finished on their part, and the stairway work involving a few tedious details of remodeling and adjustment of the marble-work and iron-work consequently delayed such acceptance until August 5, 1903, when the final contract payment was made.

The use of the building for library purposes was not, however, postponed to this date. A conditional acceptance was arranged by the library commission with the contractors on December 15, 1902, when the warming and care of the building were assumed by the trustees of the library and full occupation begun, followed on the 7th of January, 1903, by the formal opening of the structure for the use of the public. While the event of the opening of the new library building is within the period covered by this report, postponement of the publication of the last annual report of the trustees enabled the proceedings at this opening to be published as an appendix of that report, and reference is consequently made to last year's report for the speeches of President Roosevelt and Mr. Carnegie and the other proceedings of that interesting and significant occasion.

The area occupied by the new public library building is 17,307 square feet. It covers less than one-seventh of Mount Vernon Square, which contains 130,219 square feet.

Cuts accompany this report which show the exterior of the library and its floor plans and interior arrangement.

The library building is fireproof throughout, solidly and strongly constructed, and in every way a monumental and permanent structure,

appropriate for its purposes as a public library building in a public square. It consists of a rectangular central pavilion 111 feet 5 inches long and 90 feet 10 inches broad, with equal wings, east and west, respectively, each 63 feet 6 inches long and 54 feet 10 inches broad. The structure thus has a maximum width at the basement of 219 feet 10 inches at its front on the east and west line, and a maximum depth of 111 feet 5 inches in its central pavilion on the north and south line.

The building stands in the center of Mount Vernon Square, east and west, but approaches at its rear close to the north line of the square, thus placing considerable park space south of the structure and enhancing its architectural effect as its long south front and main entrance are approached.

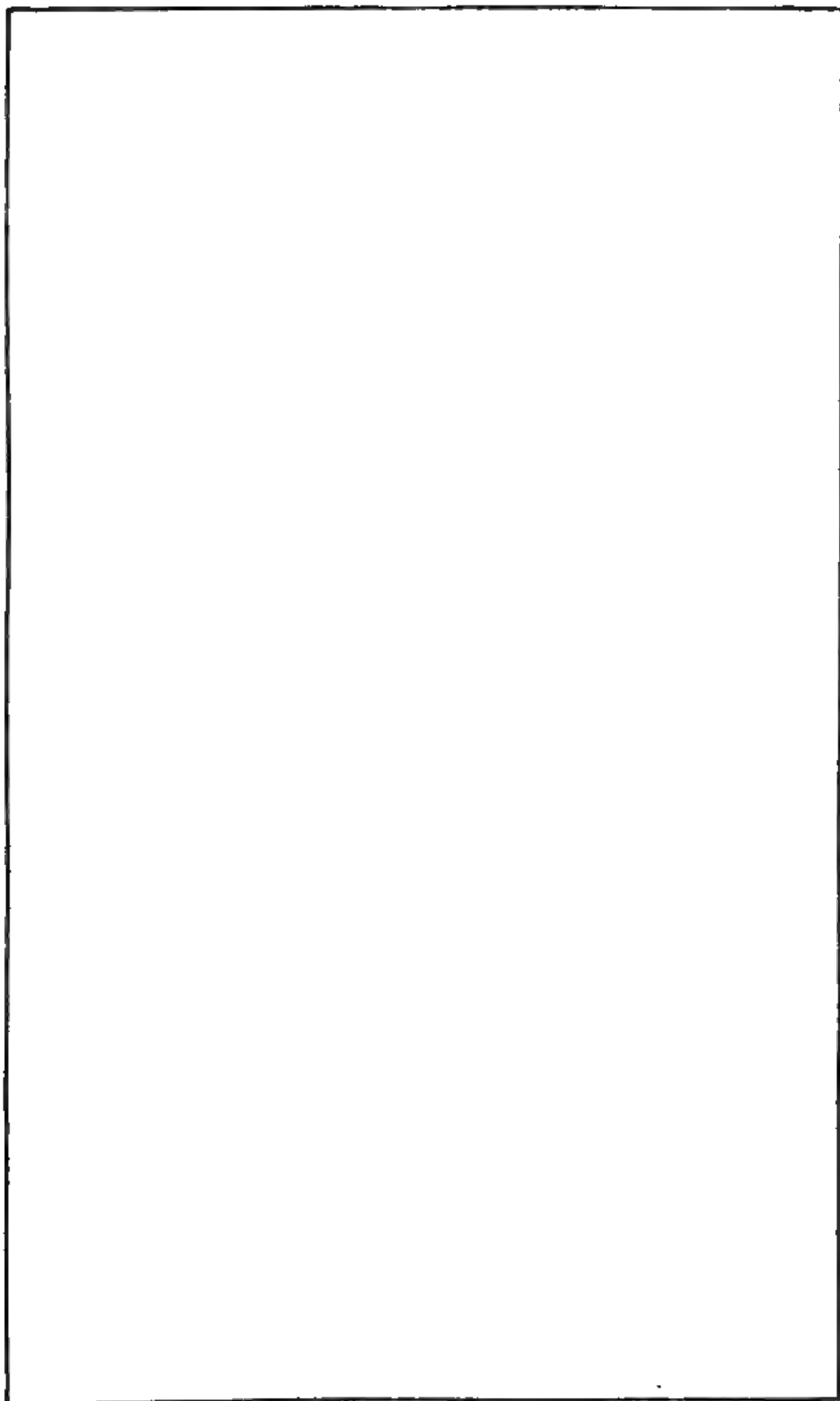
In the central pavilion the basement is occupied by the entrance hall and bicycle room, the lavatories, packing room, receiving rooms, lunch room, bindery, and the boiler room extending down to the subbasement. The east wing is devoted to storerooms and rooms for the janitor and house cleaners and scrub women. In the west wing the basement is one large room. This is to become the children's reading room when the demand for juvenile accommodations outgrows the space provided on the first floor for this purpose, or when the children's room on the first floor is needed to enlarge the open-shelf accommodations. Indeed, the shelving and other equipment as a children's reading room of this wing of the basement are already being put in place, and arrangements made for utilizing the whole of the west wing of the first story as an open-shelf room.

In the first or principal story the central pavilion contains the entrance and general delivery hall, in which also are the staircases to the second floor. Here, also, are the so-called reception room, which is really an annex of the open-shelf room, public catalogue room, and the librarian's office. Behind the long delivery counter for the service of books to readers is a wide passage to the book stack, that occupies the whole north end of this pavilion, extending up through both the first and second stories. On one side of this passage is located the accessions room, and on the other the catalogue room.

The east room is used as the general public reading room and the west wing is at present divided equally by partition between the children's reading room and the main open-shelf room, but, as already noted, the open-shelf room is to occupy, in the near future, the entire wing. The open-shelf room and the two reading rooms are provided with wall shelving all around within easy reach of readers. There is thus considerable flexibility in the area available for the open-shelf and children's rooms, which are among the notable features of the new building.

In the second story the central pavilion contains a memorial or exhibition hall, several private study rooms, and the trustees' room. The east wing in this story contains the public reading room for periodicals and newspapers, and the west wing is designed as a lecture or class room.

There are altogether 36 rooms and halls, of which 17 are in the basement, 10 in the first story, and 8 in the second story, besides the main book room or book stack, occupying the north end of the central pavilion, and, as stated, extending from the first-story floor to the roof.



LOCATION OF LIBRARY BUILDING, MOUNT VERNON SQUARE.





The areas in square feet of the various rooms, exclusive of passages, stairways, etc., as calculated by Mr. Bernard R. Green, superintendent of construction, are as follows:

	Sq. feet.
Basement:	
Hall in west wing	2, 850
Hall in central pavilion, for passageway and bicycles	1, 380
Two packing rooms in rear, of nearly equal size	1, 454
Bindery and storeroom	501
Janitor's room	343
Scrub women's room	331
Two storerooms in east wing	1, 425
Lunch room	453
Kitchen and storerooms	346
Two lavatories, each	348
Boiler and fan rooms	1, 636
First story:	
General delivery room	2, 310
Public reading room	2, 938
Children's reading room	1, 454
Open-shelf rooms (one large, one small)	1, 791
Librarian's office	270
Cloakroom (about)	100
Reference rooms, two (about)	500
Cataloguing room	760
Accessions room	675
Main stack room	2, 000
Second story:	
Periodical and newspaper reading room	2, 938
Lecture hall	2, 938
Exhibition hall	1, 440
Four private study rooms (nearly equal)	1, 306
Trustees' room	418

The new building, when the book stack is completed to its full height of five tiers (a work now under way), can shelve 283,270 volumes, omitting from the calculation portable cases or book presses. The book stack will accommodate 264,500 volumes; public reading room, 7,770; children's room, 5,500; open-shelf room, 5,500, and additional shelving (as in the new children's room in the basement) is planned and is already partly provided.

DONATION TO COMPLETE BUILDING.

When Mr. Carnegie was inspecting the new Washington Public Library building on the occasion of its public opening, he expressed great admiration for the structure and surprise at what had been accomplished with the \$350,000 which he had donated for the erection of the building. He asked both the president and vice-president of the library trustees if anything was needed to complete the building, and expressed the wish to add to his donation any sum which should be necessary for that purpose.

Although the most careful estimating and economy were exercised in the expenditure of Mr. Carnegie's original gift of \$350,000, it was impossible to execute the architects' plans of the building without omitting two of the five tiers of the book-stack shelving, suitable coloring of the interior plastered walls and ceilings, and a number of minor details, as well as a portion of the complete outfit of necessary furniture.

Correspondence was had with Mr. Carnegie in respect to the needs of the library building before it could be pronounced complete, and

in a letter dated May 22, 1903, Mr. Carnegie wrote to Vice-President Warner, of the library trustees, saying:

You can go ahead and spend the \$25,000 and complete the Washington library. I have implicit faith in Captain Green. Whatever he does will be done well.

On recommendation of Superintendent Green the commission has approved the partial expenditure of this sum as follows:

Book stack, two tiers, with stairs and elevator doors, net proposal.....	\$11,560
Book lift (estimated)	400
Electric lighting.....	500
Alteration elevator-hatch ceiling.....	100
Mending plaster and repair of painting.....	100
Contingencies	100
Wall and ceiling decoration of building.....	6,000
Architect's commission	300
Hot-water supply.....	400
Furniture, more or less, say.....	2,000
Strengthening plaster corner of pilasters, etc., delivery room.....	100
Inclosure of rear basement stairs.....	125
Inclosure of elevator motor.....	40
Total	21,724

To this list was later added a recommendation of \$800 for the equipment of the bindery room of the library.

These items were approved by the commission, except those already provided for out of the contingent fund of the library, which is the case in respect to the hot-water supply.

Superintendent Green adds:

Beyond these items still others of minor cost and convenience, which the fund will be sufficient to provide, are doubtless in the minds of the librarian and the trustees to be brought up as the larger work is arranged for and the available balance becomes apparent.

The commission has already contracted for the completion of the book-stack shelving, the proper wall and ceiling decoration, and inclosures for the rear stairway in the basement and the elevator motor machinery in the subbasement, amounting in all to about \$19,000.

LIBRARY APPROACHES AND PARK ENVIRONMENT.

On October 3, 1902, preliminary arrangements were made with Col. Theodore A. Bingham, then in charge of public buildings and grounds, for the grading of the grounds of the square and the construction of so much of the approaches to the building as the appropriation in his hands for that purpose would permit. The whole cost of this work had been estimated at \$25,000, of which Congress had appropriated but \$10,000. Mr. Green, superintendent of construction, undertook for Colonel Bingham, at his request, the management of the masonry work and pavements, basing its design closely on the plan of the architects of the building, but greatly reducing the quantity of stone-work and pavement to bring the cost within feasible limits and to minimize the encroachment of that work on the grassed area of the square. By January, 1903, the approaches to the south or main entrance were thus completed, consisting of five granite steps at the sidewalk line and a granolithic platform with granite borders, altogether about 88 feet wide. In connection with this platform adjacent branches of granolithic walk, 10 feet wide, with granite borders, were constructed. These are intended ultimately to run completely around the building to the eastward and westward.

At the same time the District government regraded, curbed, and repaved with granolithic work the south sidewalk of the square and relocated it far enough inward to give ample carriageway between the street railroad and the curb, which space was originally but 3 feet.

Provision was made for the erection of an appropriate high double-lamp electric arc light standard on each of the two granite buttress blocks of the steps at the sidewalk to illuminate the main entrance to the building.

While this work was in progress on the approaches the grounds of the square were graded and seeded down for grass, ready for the completion of the walks and stone borders needed to carry out the scheme of appropriate walks and necessary access to the several entrances of the library when Congress shall appropriate the remainder of the cost, now estimated at \$13,000.

Before the close of the fiscal year a contract was made by Col. Thomas W. Symons, the present officer in charge of public buildings and grounds, for the expenditure of the balance of \$2,396.40 from the appropriation above mentioned for the improvement of Mount Vernon square, by providing the granite border and the copings of the curved driveway walls on the north side of the building, and also for the principal part of the paved walk to the east side entrance. This work when done will complete the north approach to the building.

The following estimate has been submitted by Colonel Symons for the fiscal year ending June 30, 1905:

For completing the improvements of the grounds of Mount Vernon square,
around the new public library building \$13,000

NOTE.—An appropriation of \$13,000 is requested for completing the improvement of the grounds of Mount Vernon square, around the new public library building. The estimate submitted by this office in October, 1901, for the work amounted to \$25,000, while the appropriation made by Congress for the fiscal year 1903 was but \$10,000, which was sufficient to provide for only a portion of the work. A careful estimate of the cost of the work which should be done to complete the improvement gives the sum of \$13,000, which, if appropriated, will make the total cost of the improvement \$2,000 less than the original estimate. It is earnestly recommended that the sum requested be granted.

To complete the laying of the sidewalk and curbing around Mount Vernon square will require an expenditure of about \$2,600. This work is done by the engineer department of the District government, and orders have been issued for its completion from the appropriation now available for replacing and repairing curbs and sidewalks around public reservations in the District of Columbia.

BRANCH LIBRARIES.

In the ceremonies of the formal opening of the public library the president of the trustees, in accepting the building for the board, called attention to the fact that while Mr. Carnegie had exhausted the possibilities in the matter of a main building donation, he had covered that phase of the library situation alone, and his gifts would be an inspiration to other donations and not a deterrent.

Branch libraries are to be established—

he said—

to render the books collected here accessible to the remoter sections. Pedestals at the entrance to this building are to support suitable statues; its interior is to be embellished by the artist and the sculptor.

He spoke of the urgent need of special and endowed collections of books and newspapers, and after asking who was to supply these wants, continued:

While the invitation to meet the library needs of the capital, to develop it intellectually as well as in physical attractiveness, appeals with especial force to the Washingtonian, the permanent resident of the District, it is by no means confined within ordinary local bounds, but extends to all Americans proud of the nation's city and desirous of identifying themselves with its life history by conspicuously participating in its upbuilding and advancement. No American, whether from Pennsylvania or California, Montana or Ohio, is foreign to the national capital, the city created, largely owned, and exclusively controlled by the nation itself.

When the ceremonies were over, Mr. Carnegie approached the president of the trustees.

I protest—

he laughingly declared—

against an invitation to anyone to poach upon my preserves. I have given this library to Washington, and whenever branches are to be established I shall insist upon the privilege of supplying the funds. The giving of public libraries to the District of Columbia is my province, and you are to let me know when to provide them.

Later Mr. Carnegie repeated this offer to the vice-president of the trustees, and in the conversation with him the sum of \$350,000 was mentioned as the basis of the branch system, but the proposed donation was not limited to that amount.

As soon as the announcement of Mr. Carnegie's branch-library offer was made public, the enterprising suburban communities of the District began to plan to take advantage of it, and numerous proposals to this end were sent to the board of trustees. For the purpose of preserving a record of the various offers to donate sites for branch libraries, the following abstract of the correspondence with the trustees on the subject is submitted:

BRIGHTWOOD PARK.

In Brightwood Park four sites for a branch library have been offered by donors. W. M. Clayton offers the southwest corner of Eighth and Flint streets. The lot is 65 by 150 feet, has a paved street, granolithic sidewalk, water, sewer, and gas mains along its frontage. The lot is near the geographic center of the park, is on a high elevation, and graded. Diller B. Groff offers all of block 6 in Brightwood Park, bounded by Erie street, Illinois avenue, and Brightwood avenue. R. E. L. White, for Miss Ida M. White and Mrs. Sadie L. Donnelly, offers lots 26, 27, and 28, in block 3, White Croft subdivision, a lot 60 by 89 feet, with 28 feet parking. This lot is on Thirteenth street, near Ingraham street. It has sewerage, water, gas, granolithic sidewalk, is elevated and central. The lot is two blocks from Brightwood public schools, within a few blocks from five churches, and one block east of the Brightwood electric railroad and the Brightwood fire department.

Mr. White also makes the alternative offer for the same owners of lots 12, 13, 14, 15, in block 4, White Croft subdivision. The latter lots are situated on the east side of Thirteenth street, about 100 feet north of Ingraham street, which has sewerage, water and gas, granolithic sidewalk, shade trees, etc. These lots have a frontage of about 80 feet and a depth of 200 feet, with parking about 30 feet, and with 15-foot alley to side and rear.

A committee has been appointed to receive subscriptions of books and periodicals. The Brightwood Park Citizens' Association, in its letter to the board of trustees of the public library, says it "stands ready and willing to meet any requirements as to reference books, immediate equipment of library, etc., that may be asked."

WEST ECKINGTON.

George Truesdell offers to donate lots 28 and 29, in square 6, West Eckington. This is at the corner of R and First streets, and the property is 50 by 90 feet, with a paved alley in the rear. Both streets are paved with asphalt, and there are sidewalks, sewers, water, gas, and electric light. It is one square north of Eckington school and one square east of the new school in Lincoln avenue. It is also midway between Eckington and Bloomingdale. The lot is said to be a valuable one. The North Capitol and Eckington Citizens' Association, of which W. G. Henderson is president, has a library committee which has been for three years working with the view of erecting a library building. The officers and members of the association indicate verbally that private subscriptions of money and books will equip the library with reference books and magazines.

BROOKLAND.

The Brookland Citizens' Association, on behalf of the residents of Brookland and that vicinity, offers to donate for a site lots 13 and 14, block 21, Brookland, D. C. These lots are on the southeast corner of Twelfth and Providence streets, 150 feet fronting on Twelfth street and 100 feet fronting on Providence street. It is declared to be the best location in the suburb and the unanimous choice of a mass meeting of citizens. The site is to be purchased by subscriptions of Brookland residents and nonresident property owners.

Mr. A. F. Kinnan, president of the Brookland Citizens' Association, makes the following statement:

Everything has been done to secure a branch public library for Brookland under Mr. Carnegie's offer that can be done at present. The outlook is very flattering, but all depends on the acceptance of Mr. Carnegie's offer by Congress. The Brookland Citizens' Association will use its utmost influence to induce Congress to accept the offer.

Brookland had no landowner of sufficient means to donate a suitable site, so the citizens met in a mass meeting and indorsed the action of the citizens' association in taking an option on the two best lots in the suburb. The site is 100 by 150 feet, is at the corner of Twelfth and Providence streets northeast, and the price agreed upon was \$4,500.

The people came forward with rare enthusiasm, and subscribed nearly the entire amount. The small amount remaining can be raised in half an hour.

As far as I am aware this is the only community where the citizens have been obliged to purchase a site. If anything further is necessary, such as securing current literature, in the way of newspapers and periodicals, and purchasing reference books, etc., our citizens' association will see that they are forthcoming at the proper time.

TAKOMA PARK.

The Takoma Park Citizens' Association, in conjunction with the Takoma Club and Library, has been enabled through the public spirit of Mr. Angus Lamond to arrange for a suitable site for a branch library in that suburban community.

John P. Earnest, the managing trustee of certain lands in Takoma Park, agreed to sell to Mr. Angus Lamond, as a site for the library building, lots 18 and 19, block 3, in the Lipscomb and Earnest addition to Takoma Park, subject to confirmation by the court.

The purchaser, Mr. Lamond, agreed to donate these lots for a site if the location of the library was secured and the sale agreed to between himself and Mr. Earnest and the sale confirmed by the court, on condition that the citizens purchase lots 33 and 34 of block 3 of the same subdivision and present them to the mayor and council of Takoma Park, to be set apart forever as a public park and to be cared for and maintained by the mayor and council of Takoma Park.

Should a branch library be secured, the building was to be erected on lots 18 and 19 of block 3; then John P. Earnest, trustee, agreed further to sell to the citizens of the park, for a public park, lots 33 and 34, subject to the approval of the court.

The lots and parking mentioned would contain 24,059 square feet in what is known as the Thornton tract. The site would be located on Carroll avenue at the southwest corner of Carroll and Willow avenues, facing on the former avenue. The parking would have a frontage of 125 feet on Carroll avenue and a depth of 135 feet. The location is central and a most desirable one, being within a short distance of the Brightwood electric cars and the Baltimore and Ohio Railroad.

Upon the receipt of information from Mr. Lamond that he would purchase and donate a site for the erection of a branch library upon the terms of Mr. Carnegie's offer a communication was addressed to the trustees of the Washington Public Library setting forth the reasons why Takoma Park should have a branch library. The letter informed the trustees that Takoma was the largest separate community in the District outside of the city proper, having, among other things, a public school with an enrollment of more than 300 pupils. For the past two years, through the medium of the Takoma Club and Library, efforts have been made to secure library facilities. Upward of 600 well-selected volumes demonstrate the interest and successful efforts of the residents of that section. It is the intention that these volumes shall constitute the local collection of the branch library if one is located in Takoma.

TENLEYTOWN.

The Tenleytown Library Association was organized July 27, 1899. It has secured a number of books, and has for much of the time since its organization conducted a reading room. Alice U. Hunt, secretary of the association, writes, applying for a branch library, saying, "that steps are being taken to secure, if possible, suitable ground upon which to erect said proposed library." The application is supported by a petition numerously signed by teachers and pupils of the Tenleytown public school.

CONGRESS HEIGHTS.

A. E. Randle offers the choice of four lots out of 100 in Congress Heights as a site for a branch library. He suggests that if a branch is located at Congress Heights the views of citizens be taken as to the exact site to be selected.

HOWARD UNIVERSITY.

The trustees of Howard University, through F. H. Smith of the executive committee, offer to "furnish a site, equip and run the library free of cost, and allow the public access to the same." Howard University has now, he says, about 1,000 on its roll of officers, teachers, and students.

NAVY-YARD.

Allan Davis writes suggesting the provision of a branch library in the southeast part of the city, adjacent to the navy-yard. He points out the usefulness of such an institution in that locality, and calls attention to the fact that the Government already owns excellent sites near the navy-yard gate between Eighth and Eleventh streets southeast.

METROPOLIS VIEW.

Donald McPherson, for W. O. Denison, the trustee of Metropolis View, offers to "convey an adequate site of any unsold lot or lots in said subdivision that may be agreed upon for such library purposes."

FALLS CHURCH, VA.

The Rev. R. A. Davison writes that the Village Improvement Society of Falls Church has a library, donated by the people, of about 500 volumes. It rents a building and sustains the library by annual dues and subscriptions. Many persons doing business in Washington reside there. This library would like to be made a branch library under Mr. Carnegie's offer.

KENILWORTH.

Allen W. Mallery, president of the Kenilworth Citizens' Association, in behalf of the association, offers "such a site free and clear of all incumbrance as the trustees will approve for a branch library building to be located at Kenilworth, D. C., and we further agree to supply such library with reference books." A building costing \$10,000 or \$15,000 is wanted."

ANACOSTIA.

J. C. Leonard writes suggesting Anacostia as a site for a branch library, and says:

Some years ago a strip of land lying in Pierce street, between Jackson and Washington streets, was donated to the District government for the purpose of erecting a public market thereon, but as no action has been taken looking to the erection of such a building, the site in question, which is ample for the purpose of a small library, could be utilized, and the first requirement of Mr. Carnegie can be met without any expense.

LANGDON.

The Northeastern Suburban Citizens' Association, through E. A. M. Lawson, president, suggests the suitability of Langdon as a location for a branch library and offers a site, donated by I. J. Baker, "situated upon a commanding elevation at Twenty-second and Emporia streets."

WEST WASHINGTON.

The Georgetown Citizens' Association requests that a substation be established in that section.

SOUTH WASHINGTON.

The Citizens' Association of South Washington has conferred with the subcommittee for the purpose of securing a branch library in that section.

SOUTHEAST WASHINGTON.

H. A. Willard and J. H. Ketcham offer a suitable lot in square 700, bounded on the north by M street, south by N street, west by South Capitol street, and the east by Half street southeast.

EAST WASHINGTON.

Three branch libraries are asked for East Washington by the citizens' association. No sites have yet been offered.

The great variety of requests and suggestions on the subject of branch libraries developed in the course of the foregoing correspondence caused the subcommittee of the trustees, to which the subject of branch libraries had been intrusted, to communicate with Mr. Carnegie, informing him of the local conditions and seeking for its guidance a statement of the conditions of his proposed donation. To this letter Mr. Carnegie made the following reply:

NEW YORK, *January 27, 1903.*

GENTLEMEN: In reply to your favor of January 24, I am prepared to give the necessary money (in addition to the \$350,000) to build branch library buildings from time to time as the trustees may call upon me to do so. We find in Pittsburg and other cities that the branches are most useful, and that a small hall connected with them is steadily becoming the gathering place of the district served, which results in neighborly feeling and in some cases the finding of much unsuspected local talent. Therefore, I am inclined to believe that even as much as \$50,000 could be well spent in a branch library building, but this and all other details rest with the trustees. I have promised to supply money for the buildings upon the same conditions that I gave the money for a central library, namely, that the city of Washington provides for the maintenance of the branch libraries to the extent of 10 per cent of their cost. You can well understand that, dealing with 800 libraries just now, I can not help in any way beyond this trifling service of furnishing money for the buildings as same may be needed to pay therefor.

Thanking you, and, through you, all your members for the delightful and inspiring visit paid you, and wishing you all the happiest of New Years, I am,

Sincerely,

ANDREW CARNEGIE.

THEO. W. NOYES, Esq., and other members of the library committee,
Washington, D. C.

In view of the fact above noted that the Carnegie donation in every case provides merely the housing of a library, and that the public library itself has only just been placed upon a plane of notable usefulness through the purchase of sufficient books from the local revenues to meet, in part, the immediate needs of the people of the District, special immediate thought must, it is recognized, be given to the matter of the full equipment and development of this central book station, postponing somewhat the creation, at least from the public funds, of semi-independent branches. It is probable that for a while the allot-

ment of tax money for library purposes will be devoted to the public library itself, and that the substations or branch libraries will evolve and grow largely through the enterprise of the sections.

The correspondence and proposals concerning branch libraries demonstrate the existence of the suggested necessary public spirit in several of the District's suburban communities. With a site gratuitously provided in a suitable location it is anticipated that the citizens' association of the section will be able to supply a sufficient stock of reference books to equip the branch library. Any branch thus supplied would then have its local significance beyond that of a mere neighborhood point of distribution. For these branches, in addition to their character as substations of the main library, should develop as local-culture centers; and the more thoroughly identified the people with the branches, through donations to the book stock as well as to the site, the better for both people and library institution.

Such an arrangement, with the sections furnishing the sites and reference books and Mr. Carnegie the buildings, would leave to the taxpayers and the Government merely the task of supplying the maintenance, which in most cases would include only the pay of the assistants in charge and the janitor and the heating and telephone services. This plan would serve all ends best, permitting Mr. Carnegie to extend his bounty in a practical manner, stimulating the library enterprise of the neighborhoods and leaving the central library free to expand itself according to its pressing needs. Each section will be directly benefited by every successive stage of central library growth. As this book store is increased, the branch libraries, using as substations the Mount Vernon Square books for circulating purposes, will be made the more useful to their sections. It will be in extension of Mr. Carnegie's dominating thought thus to require the neighborhoods to contribute in sites and books to their own branches. He gives the shell and asks the community to fill it. What has applied in the large proposition to the whole District applies with equal force to each subdivision of the District.

Legislation will be required from Congress accepting Mr. Carnegie's branch library offer, directly or impliedly pledging suitable maintenance, and authorizing a library commission to erect branch libraries from the Carnegie donated fund as these buildings may from time to time be authorized by Congress.

ACTIVITY OF THE LIBRARY.

The use of the commodious new building for part of the year has enabled the library to make a new record in respect to the activity and usefulness of its books. The total issue of books for the fiscal year ending June 30, 1903, was 214,261, or an average of 17,855 volumes a month. The total increase of issue over the previous year was 65,145, and monthly increase of 5,429, a gain of over 43 per cent. The number of books in the library on June 30, 1902, was 35,041, and on June 30, 1903, was 53,621.

The detailed figures of the library's development are given in the librarian's report, which is herewith transmitted. Appended to the trustees' report are also the organic act and the by-laws, rules, and regulations of the library.

NEEDS OF THE LIBRARY.

The immediate needs of the library, as enumerated on the occasion of the opening of the new building, have already been, since that date, to a considerable degree satisfied. Mr. Carnegie, for instance, has made provision for branch libraries, and by his supplementary donation has provided some embellishment, by the painter, of the interior of the new building. Mr. L. Amateis, of this city, is making a bust of Mr. Carnegie, which he will donate in bronze to the public library. It is hoped that the movements for subscription monuments to Longfellow and Burns may be crowned with success and that these statues may be placed on the pedestals in front of the library building.

There still remains in part unsatisfied the library's need of books. These are to be derived from three sources: (1) Private donations, (2) purchases through appropriations from the District revenues, and (3) donations or loans of miscellaneous circulation books from the departmental libraries and the Library of Congress.

(1) The appeal for private donations of books is as strong to-day as at the time of the opening of the new building, when it was said:

But the most urgent need of all is that of special and endowed collections of books and newspapers, to which the names of donors may be attached, keeping them forever in the grateful remembrance of the public. In the newspaper room of the Boston public library the visitor immediately on entering sees this inscription in gilt letters: "The newspapers subscribed for are the gift of William C. Todd, of Atkinson, N. H., who has put at the disposal of the library a fund of \$50,000 for that purpose." In the other wing of this building, corresponding in size and arrangement to the hall in which we are assembled, is the so-called newspaper and periodical room, ready to be stocked and suitably equipped for the benefit of the people of the capital. Who, after the fashion of William C. Todd, of New Hampshire, will attach his name to this room and its useful contents in perpetual memorial? Who will similarly endow the children's library? Who will honor himself by supplying with books "of permanent value and authority" a Bates Hall for Washington, like that in the Boston library?

(2) An appropriation of \$10,000 for the purchase of books is asked by the trustees in their estimates for the next fiscal year.

(3) The year has been marked by a gratifying, practical advance in the movement to secure for the public use miscellaneous circulating books in the Government collections in Washington.

Under the provisions of a paragraph in the law making appropriation for the legislative, executive, and judicial branches of the Government, passed at the last session of Congress, 1,000 miscellaneous books have been turned over to the Library of Congress. Under the authority of another paragraph of the same act, the librarian of Congress has turned about 900 of these books over to the Washington Public Library.

The authority for this transfer given in the law, and the action which has been taken under it, constitute the first practical results of a long campaign on the part of the trustees of the Washington Public Library, to the end that the books stored away in the various Government departments and bureaus might be made available for the use of the general public in the city of Washington.

The law in question is as follows:

The head of any executive department or bureau or any commission of the Government is hereby authorized from time to time to turn over to the Librarian of Congress, for the use of the Library of Congress, any books, maps, or other material in the library of the department, bureau, or commission no longer needed for its use and in the judgment of the Librarian of Congress appropriate to the uses of the Library of Congress.

ANDREW CARNEGIE.





Any books of a miscellaneous character no longer required for the use of such department, bureau, or commission, and not deemed an advisable addition to the Library of Congress, shall, if appropriate to the uses of the free public library of the District of Columbia, be turned over to that library for general use as a part thereof.

The books which have been transferred under authority of the law quoted were a part of the library of the Department of Labor, one of the smallest of the departmental collections. Most of the books were works of fiction, and it was not deemed necessary to hold them in the Library of Congress, particularly as they were duplicates of books already there, and could not circulate among the reading public, under the regulations of the Congressional Library.

With this large percentage of the 1,000 books turned over for the benefit of the circulating library by the great reference library of the national capital, some idea may be had of the increase which would result in the book supply of the Washington public library should the miscellaneous nontechnical books in the other departments and bureau libraries be released for general use in the same manner. In 1900 there were 786,463 books in the departmental and bureau libraries in this city. Most of these volumes, of course, have a special reference value in connection with the work of the department or bureau in which they have been collected, but there are thousands of them which are not of this character and are available and valuable primarily for popular circulating purposes.

The earliest efforts to secure the organization of a tax-sustained circulating library for the District, which began more than ten years ago, were based in large part upon the fact that the various departmental book collections were available to a very small number of people only, and to them for only a portion of the day. It was believed then, and the thought was persistently presented in each of the annual reports of the board of trade committee on public library, under whose auspices the agitation for this organization was maintained, that these departmental books of a miscellaneous character would be of greater value to the entire community if placed in the custody of some central distributing agency such as the public library was conceived to be. So that before the law creating the library was passed in 1896 the attention of Congress was repeatedly called to these books as a possible nucleus for the circulating collection, and likewise after the enactment of the organizing law the same proposition was pressed.

The trustees of the library in the annual report of 1900 thus stated the case:

These books, accessible in the main only to the clerks in three of the departments, and accessible to them only so far as the fraction contained in their own library is concerned, would, if collected in the Washington public library, be open to all the clerks, and a great body of Government employees would enjoy privileges of which they are now entirely deprived. The establishment of such a general departmental library, open also to the public, would save the Government the expensive duplication of books in numerous small collections and would also economize in the room space devoted to the departmental library purposes.

The accession of 900 volumes from the library of the Department of Labor doubtless will be followed by similar transfers on the part of the heads of other departments and bureaus of the Government where book collections exist.

Furthermore, there is reason to expect that the precedent made by this new law will result in the opening of another source of book sup-

ply. These books are to reach the public library from the Library of Congress, where now rest many thousands of books of the very sort of which the former is now in need and for which the latter has no real use. Upward of 20,000 of these are duplicate copies of uncopyrighted works, the transfer of which to the public library is presumably within the power of the Librarian of Congress without further enactment of law. There are in addition a much larger number of copyright duplicates, for the transfer of which some form of enactment may be requisite, inasmuch as they are in the custody of the Librarian of Congress under the law regulating copyrights. If the miscellaneous departmental books and the uncopyrighted duplicates in the Library of Congress are transferred at once there will be a material increase in the usefulness of the circulating collection. And then when, later, Congress decides to permit the transfer of the copyrighted duplicates, or such of them as it may be desirable to shift, the public library will begin to attain to its full stature as the book-circulating medium of the national capital.

As was said on the occasion of the opening of the new building:

A special library obligation rests upon Congress, which as both local and national legislature under the Constitution has complete control of the capital's and the Government's library resources. Upon it falls exclusive responsibility for their wise and economical cooperating development.

The Library of Congress is to be fostered along its natural lines as the national reference collection, accessible as far as possible at all times and to the whole world.

The public library will be developed as the capital's and nation's circulating library, for the workingmen, school children, the mass of the people—a perfect supplement of the Library of Congress, its circulating department, so to speak, to which should be logically and wisely diverted its duplicate miscellaneous volumes, the circulating resources of the Congressional Library, largely derived under the copyright laws as they exist or may be amended.

By thus using the capital's public library as the national lending collection Congress will waste no fraction of the nation's library resources; and instead of permitting thousands of miscellaneous volumes, copyrighted or uncopyrighted, to decay unused on the shelves, it will render them all most fully available, both for circulating and reference purposes, for the benefit of the people of the Republic.

The talents of library treasure intrusted to the stewardship of Congress will never be buried in the earth and wasted by "an unprofitable servant" of the American people.

LIBRARY ESTIMATES FOR THE NEXT FISCAL YEAR.

The public library estimates for 1904-5, as submitted by the library trustees to the Commissioners of the District, are as follows:

Title of office.	Estimate, 1904-5.	Appropriation, 1903-4.
LIBRARY AND BUILDING FORCE.		
Librarian The estimate for this increase has been submitted for several years. The amount of the estimated salary is reasonable in view of the precedents established by other libraries, as was fully demonstrated last year.	\$3,000	\$2,500
Assistant librarian The small increase named is necessary to secure a competent assistant who can have charge of the library part of the 13 hours during which it is open daily. This estimate was made last year.	1,200	1,000
Assistant This \$900 is for a reference librarian, who is absolutely needed in the new building, and there is no provision for one at present. This estimate was made last year.	900
3 assistants, at \$720..... This increase of 1 assistant is made for the children's room, which the present force can not supply.	2,160	1,440
3 assistants, at \$600..... An increase of 1 assistant is needed for the new open-shelf room, which is to be doubled in size.	1,800	1,200
3 assistants, at \$540.....	1,620	1,620

Title of office.	Estimate, 1904-5.	Appropriation, 1903-4.
LIBRARY AND BUILDING FORCE—continued.		
Cataloguer..... The cataloguer in charge has the work of classification, and the small increase asked does not make the salary equal to that paid in other libraries.	\$1,000	\$900
Cataloguer, at \$840..... Technical training is required for this work, and competent cataloguers can only be had at proper salaries. This one place is all the additional cataloguing force that is asked for this year, though the additions to the library will be very large for some time yet. This estimate was made last year.	840
Cataloguer.....	720	720
Do.....	600	600
3 cataloguers, at \$540.....	1,620	1,620
Stenographer and typewriter.....	720	720
4 attendants, at \$480.....	1,920	960
4 attendants, at \$360..... The increase of 3 attendants asked for in the above grades becomes necessary by the additional work in the delivery rooms, and the fact that a double force is needed to keep the library open the required number of hours day and night.	1,440	1,080
4 messengers, at \$360..... The collection of unreturned books requires the services of more messengers, and their work will add largely to the efficiency of the delivery system. They are imperatively needed.	1,440	360
8 pages, at \$240..... The addition to the number of pages will be required by the enlargement of the stack room, and by the use of the "future children's room" in the basement and the probable use of the so-called periodicals room in the second floor for reading-room purposes.	1,920	960
2 janitors, at \$480.....	960	960
Engineer.....	900	900
Fireman.....	540	540
Workman.....	480	480
6 charwomen, at \$180..... It is found that the present force of charwomen can not take care of the rooms in time, and the probable speedy addition to the library proper of large rooms in the basement and on the second floor, and the increase of work in the stack room, require the small increase of 2 recommended.	1,080	720
Watchman, at \$480..... There is no watchman for the building, and it is very necessary to have one when the engineer and fireman are not in the building at night.	480
MISCELLANEOUS.		
For binding.....	27,840	19,280
For fuel, lighting, postage, fitting up building, and other contingent expenses.....	3,000	3,000
This item is reduced \$3,000 from last year's appropriation, largely on account of decrease in the item for fitting up new building.	6,000	9,000
For purchase of books..... Substantial appropriations for the purchase of books will be required until the number of books becomes sufficient to meet the demand of readers, say about 150,000. The amount estimated is less than the regular yearly amount expended in cities of the size of Washington.	10,000	5,000
Total.....	46,340	36,280

The new offices asked for in the above estimates are:

Assistant.....	\$900
Do.....	720
Do.....	600
Cataloguer.....	840
2 attendants, at \$480.....	960
1 attendant.....	360
3 messengers, at \$360.....	1,080
4 pages, at \$240.....	960
Watchman.....	480
Total.....	6,900

The increases of salaries asked for:

Librarian.....	500
Assistant librarian.....	200
Head cataloguer.....	100
Total.....	800

It will be noticed that the estimate for contingent fund is less than last year's appropriation by \$3,000.

Attention is called to the fact that Mr. Carnegie's donation for the new library building is now \$375,000, and that the minimum of annual appropriations for maintenance, on the usual conditions of his donations, is \$37,500.

Special emphasis is placed upon the fact that the most urgent present need of the library is increase of force.

LOCAL LIBRARY DEVELOPMENT.

Washington's public library has developed on sound lines and is now firmly established on a solid foundation.

Through the energy and intelligent public spirit of citizens of Washington, in conjunction with progressive legislators in Congress, the library was created as a tax-sustained institution, in distinction from the unstable and ephemeral subscription-supported library. It was from the beginning a true public library of the modern type, designed for and supported by all the people of the community.

Through the beneficence of Mr. Carnegie this tax-sustained library is enjoying a commodious and attractive home years before the suitable accommodations provided for it by law in the prospective municipal building could become available for its use.

Mr. Carnegie has also made provision for the housing of future branch libraries in the District of Columbia, and there is no limit upon the development of the system of branch libraries, except that found in the restricted ability of the community to provide for their suitable maintenance.

Through the liberal donations of money and books by the people of Washington, through a wise appropriation of \$40,000 for the purchase of books from the municipal revenues, and through the statutory diversion to its shelves of miscellaneous circulating books from the departmental and other public libraries in Washington, the library is reasonably well supplied with books, and will apparently in a short time be fully equipped to serve the public as efficiently as possible along the lines of the announced purposes of its creation.

The library is thus firmly rooted and has healthfully and strongly developed; and it will doubtless soon be made by wise legislative and executive action the perfect complement of the great reference collection of the Library of Congress, bestowing conspicuous and appreciated blessings upon a book-loving public as the nation's circulating library at the national capital.

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.



LIBRARY BUILDING—NORTH VIEW.

REPORT OF THE LIBRARIAN.

WASHINGTON, D. C., *October 1, 1903.*

GENTLEMEN: I submit herewith the annual report of the condition of the library and the work done for the year ending June 30, 1903, with such suggestions as seem proper for increased facilities for the future.

This is the first report since the library was moved into the new building, and the fact that this change was made in the middle of the library year—during December and January—requiring the practical closing of the work for two months, must be taken into account in the results as shown by the statistics. Nearly half the year was spent in the crowded quarters of the old building on New York avenue, and only from January 16 in the new. The necessary confusion of moving and the readjustment of the books in the new stacks, the opening of the large open-shelf room, children's room, and reading room, added greatly to the other labors of the library force, but was completed speedily and in good order.

The main floor has been fully occupied since the date of the opening, and the real work done should be measured by the results of the latter half of the year, from January to June, as indicating what has been accomplished during the year. Of the three tiers of stacks completed only the lower one has been filled, except for a few sets that have been placed on the shelves in the second tier. The capacity of the lower tier is about 50,000 books, and at the present rate of increase will be entirely filled in a short time. In addition to the books in the stacks the reference room contains at present about 4,500 books, the open-shelf room 5,000, and the children's room 6,000.

CIRCULATION OF BOOKS.

During the year there were 214,261 books issued for home use, or an average of 17,855 volumes a month. This is a total increase over last year of 65,145 volumes, and a monthly increase of 5,429. The following table (A) gives the circulation by months and the number of books of the different classes drawn by readers:

A.—Circulation, by months and classes, from July 1, 1902, to June 30, 1903.

The number of books in the library at the beginning of the year was 33,566, and on June 30, 1903, 53,621, so that the average number for the year was about 43,593. This makes the yearly circulation equal to about four and three-fourths the number of books in the whole library. The library year has been much broken on account of the change from the old building to the new, at which time the library was closed for three weeks, and open only for the return of books for the two weeks previous to closing. The large increase in the circulation has come since the opening of the new building in January. The number of books issued from July to December, 1902, was 70,214, while from January to July, 1903, the number was 144,044. The library was open 289 days during the year, the largest circulation for any one day being 1,790 volumes and the smallest 186. The average daily circulation for the different months, as shown in the table, has varied from 402 volumes in December to 1,051 in March. Last year the largest was 583 and the smallest 384. During the 145 days of the year which were spent in the old building the average daily circulation was 484 volumes; the remaining 144 days, in the new building, show a daily average of 1,000 volumes. This makes an increase of 105 per cent in the circulation during the last six months.

In speaking of open shelves for fiction and closed for nonfiction, Mr. Utey, of the Detroit Public Library, says:

It seems a direct encouragement of novel reading to give such readers only the opportunity to go directly to the shelves to select their books, while those who would gladly take the same privilege with reference to history, travel, useful arts, and sociology are denied it.

This has not proven to be the case in the Washington Public Library. The average of fiction for the year was 80½ per cent. In the old building the stacks were entirely open to the public, and during the six months of the year that open stacks were used the average of fiction was 81 per cent. Upon moving into the new building the fiction was placed upon open shelves and a large portion of the nonfiction in the closed stacks; under which condition the percentage of fiction dropped to 78½, apparently showing that the assistance rendered by the desk attendants was on the whole more satisfactory to the public than allowing them to search entirely for themselves; and also indicating that with a force at the delivery desk sufficient to answer the demands of the public, the value of the library, to those desiring a higher class of reading, could be largely increased.

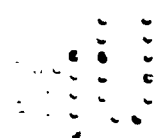
By the above statement it is not to be supposed that the question of open shelves for certain portions of the library has been settled. Local circumstances, convenience in reaching the stacks, the classes of readers in a locality, and many other things enter into the merits of the case. During the last six months the space in the open-shelf room for classed books has been reduced by the necessity for more room for fiction. Arrangements are being made to have the entire room now occupied by classed books and fiction taken for classed books alone, the fiction being transferred to another room. This will give space for from 6,000 to 10,000 books, as space may be needed for books that can be seen in the cases.

FINANCIAL STATEMENT OF COLLECTIONS.

The amounts of money received at the desk for fines, duplicate collection, books lost, and other items are shown in the following table (B):

STACK ROOM.







DELIVERY ROOM, MAIN FLOOR.

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B.—*Monthly statement of fines, etc., from July 1, 1902, to June 30, 1903.*

7245

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7247

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The smallest amount collected was the half month of January, 1903 (\$78.18), and the largest in April, 1903 (\$274.49), the average monthly receipts for the whole year being \$157.92. The sum of \$612.95 received from the duplicate collection is only a small increase over the amount received last year, as, owing to the pressure of other work, only 522 books were added to the collection, which number has not nearly equalled the demand. Of these books only 228 were left in the collection on June 30.

REGISTRATION.

The growth in the use of the library can be fully realized from the great increase in the registration. In 1902, 5,422 persons registered; in 1903, 11,283. Of this number, 1,389 card holders reregistered out of 8,747 whose cards expired during the year. This is an increase in reregistration over 1902, for during that year of the 6,712 cards which expired only 1,852 were renewed. Thus the past year has gained 9,894 new card holders for the library, which makes the total number of persons holding cards 29,595, and this number does not include the cards issued for nonfiction only. Since the opening of the library in 1899, 30,054 cards have been issued, 10,459 of which have expired; the time limit for which cards are issued being three years. The average for the year has been 39 new readers' cards a day.

In the old building a person could register at any time during the eleven hours which the library is open, but soon after moving into the new building it was decided, on account of the limited force at the delivery and registration desks, to limit the registration to five and a half hours a day, so that now a person can register only between the hours of 11 and 1.30, 3 and 5, and 7 and 8 p. m. Thus far the plan has been fairly successful. From July to December 2,606 persons registered, making a daily average of 17 new cards. From January to June 8,677 registered, making the daily average in the new building 60 cards. During the first eighteen days in the new quarters 3,385 people registered.

BINDING.

During the past year 3,750 books were rebound and 350 periodicals bound. Although the books in the circulation department have been kept in good condition by repair and binding, the great mass of unbound periodicals, which had accumulated through donation in the old building, and which has increased by many thousands since in the new building, is still untouched, there being not enough assistants to be spared from routine work to prepare them for the bindery. It is

very necessary that this work should be done as soon as possible, for with these volumes, and those that can be obtained through exchange, it will be possible to fill out many incomplete sets of periodicals now in the library. The number of books worn out, lost, etc., during the year is 571.

CATALOGUE DEPARTMENT.

The catalogue department has been extremely busy during the past year preparing books for circulation. The three temporary cataloguers have increased the actual cataloguing force to six assistants, a number entirely too small to cope with the necessarily increasing work. For two or more years the library will be purchasing books rapidly, thereby making a large catalogue department a most necessary adjunct.

The duplicate typewritten catalogue, containing over 80,000 cards, is for the use of the public and is constantly added to, being kept up to date to correspond with the official catalogue. We recommend now a second duplicate to be made, to be kept in the children's room and used exclusively by them. As soon as the children's room is used down stairs this catalogue will be absolutely necessary.

Twenty-one thousand books have been added during the fiscal year, and these have been accessioned, classified, shelf-listed, and catalogued in this department, the number of new catalogue cards written being 26,696. This makes an increase of 9,245 books and 7,888 catalogue cards over last year's report. The work done in this department month by month may be shown in the following table (C):

	New catalogue cards.	Books added.
1902.		
July.....	2,061	3,191
August.....	1,458	829
September.....	1,668	956
October.....	2,791	1,052
November.....	2,392	2,660
December.....	2,015	2,452
1903.		
January.....	1,619	1,004
February.....	1,970	2,736
March.....	2,665	2,503
April.....	3,004	1,970
May.....	3,196	924
June.....	1,857	725
Total.....	26,696	21,000

Many good works of fiction have been bought to supply the popular demand, but special attention has been paid in selecting attractive and valuable books on history, travel, biography, and scientific subjects. We have also succeeded in obtaining a few books illustrated by fine old woodcuts, engravings, etc., of special interest to the art lover. The list of reference books has been greatly augmented by encyclopædias, dictionaries, etc. We have two copies of C. D. Warner's Library of the World's Great Literature, and have bought the set of catalogue cards made by the American Library Association. This represents over a thousand cards, thoroughly analyzing the work, thus making it one of the most valuable literary works of reference.

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ORDER ROOM.

The order work has increased so much that it has been necessary to have a regular assistant, and as the work increases additional assistance will be absolutely essential. The review of journals, announcements, circulars, and criticisms in monthly periodicals is a matter of no small consequence; while the work involved in the regular routine of ordering, receiving, and preparing the books for the accessioner is in itself enough to keep more than one person constantly employed.

The order system has been greatly revised and enlarged upon, a notable change being the substitution of printed order cards for the blank slips. More attention has been paid to the purchasing of books specially recommended by the public, and a supply of order cards is kept at the circulation desk for those who wish to recommend a book and desire to be notified of its acquisition.

SHELF LIST.

Since the last report the work of transferring the shelf list from sheets to cards has been accomplished. This was no small task, several typewriters being employed on the copying. The comparing and revising had to be carefully done, occupying much time. It was, however, time and money well spent, as having the shelf list in its present form has greatly facilitated the work. Each title is now entered on a separate card, and the constant copying made necessary by a "sheet shelf list" is entirely done away with. There is no need to give figures to show the number of books entered in this record, as all the volumes accessioned are handled by the shelf lister before they are catalogued. Plans are being made to have at an early date an extra copy of the shelf list containing only the juvenile books. Such a list will be of great assistance in the children's room. It will make possible a frequent "reading of the shelves" and be a help to the assistant in charge in selecting new books, as by reference to the shelf list the strength and weakness of the different classes can be easily found.

ADDITIONS TO THE LIBRARY.

The stock of books in foreign languages has been greatly increased this year. The fine set of *Bibliotheca scriptorum Graecorum et Romanorum Teubneriana* represents the Latin and Greek authors, and a considerable number of the later fiction has been bought in Spanish, Italian, German, and French. A set of *Biblioteca de autores espanoles* contains much of the good Spanish literature from its beginning up to 1872. For English authors, additional complete sets of Stevenson, Barrie, Kipling, Twain, Brontë, Reade, Lytton, Cooper, and many others have been added.

The reference room has received some valuable works, among them the new volumes of the *Encyclopædia Britannica*, volumes 25-35, which include an index, in one alphabet, to the whole 33 volumes, bringing the work down to date; *Encyclopædia Americana*, volumes 1-4; *New International Encyclopædia*, volumes 1-16; *La Grande encyclopédie des sciences, des lettres, et des arts*, 31 volumes; *Brockhaus' Konversations-Lexikon*, Bde. 1-14, new edition; *Forcellini, E. Totius latinitatis lexicon, cura et studio V. De Vit*, 6 volumes; *March, F. A.*,

Thesaurus Dictionary of the English language; Encyclopædia Biblica, volumes 1-4; Jewish Encyclopædia, volumes 1-4; Punch, 60 volumes; Review of Reviews, volumes 1-17; Windsor Magazine, 16 volumes, and other complete sets.

A great many books on educational subjects have been bought this year, as well as many books published in the United States between 1895 and 1900. At the same time great efforts have been made to add to and keep up the stock of current literature.

The additions by gift have not been as large in number as last year, but some collections and works of great value have been received, among them the collection of the medical society of the District of Columbia; a musical collection from Mr. Perry B. Turpin, of 148 volumes; quite a collection of miscellaneous books from the United States Bureau of Labor, of 946 volumes; a miscellaneous collection from the United States Patent Office, of 356 volumes; a fine autograph collection of scientific Government works, of 82 volumes, from Mrs. M. H. Pilling; 356 books from Hon. George B. McClellan, member of Congress; 311 miscellaneous new books from the Evening Star Newspaper Company; 112 books from Mr. William R. Smith, of the Botanic Gardens; 220 books from Frank H. Bigelow; and 100 books from Mrs. H. M. Clapp.

CHILDREN'S ROOM.

At the opening of the new building on January 12, 1903, a room containing a library of over 5,000 books for children was designated as a children's room, with a specially trained children's librarian in charge. Taking advantage of this opportunity at once, the children came to the library in such numbers that a line awaiting admission to the room crowded the delivery lobby for days. It became necessary to admit only those children holding cards until the crowd should be lessened. This measure quite perceptibly diminished the attendance, especially as it was necessary to adhere to one of the rules of the library forbidding a child under 12 years of age the privilege of borrowing books. Even with this restriction, the circulation of the children's room, with a daily average of 265, compares very favorably with that of other public libraries where any child who can write his name is encouraged to use the library. There have been repeated requests from teachers, parents, and children that the younger children may be given a borrower's card. This can be done in time, with more force and larger rooms. Many children are good readers at 10 years, or even younger, and these should be tempted by attractive books to read.

The aims of this department are, first, to teach the children how to use the library and its books; second, to be able to guide them in their selection, and, third, to help them form a taste for good literature, so that they will be able to choose rightly for themselves in the adult library. Although this personal work can not be indicated in the statistics, it is the most important part of the work with children and requires assistants who have special adaptability and training. Such help is greatly needed. When the children come in large numbers almost the entire time of one assistant is consumed in charging the books and the children are deprived of that personal attention they demand.

During the school term at least three assistants are necessary in the afternoon. When the department is moved from its present crowded

CHILDREN'S ROOM, MAIN FLOOR.



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READING AND REFERENCE ROOM, MAIN FLOOR.

quarters on the main floor to a much larger room in the basement it will have to be managed as a separate department, entirely apart from the central desk, and will constantly require additional assistants and books.

If the Washington children are to be given library opportunities equal to those of other cities, competent librarians must be secured who have had training and experience for the work. There must be an increase, as indicated in the estimates already made. The other need in the children's room will be a duplicate copy of the catalogue for the exclusive use of the children. There should also be everything that is really good in children's literature, and a large number of copies of the best and best-loved books. Besides the books ordinarily classed as children's books, there are offered the boys and girls attractively bound copies of Scott, Dickens, Cooper, and other books our parents knew and loved when "children's literature" was a very thin diet, and very scant at that. The books have been selected with great care from lists which have been tried and approved by the best libraries. While it is desirous to give the children the books they ask for, as far as possible, the aim is to do our part toward educating their taste by presenting an abundance of thoroughly good books which are also attractive to the childish appetite.

Particular attention has been paid to school reference work, and both pupils and teachers come for help. There have been several demands for sets of books for the different grades to be used as supplementary reading. This demand may eventually result in a school duplicate department in the library. The room has been very popular with the children, and the work has brought even better results than was hoped, but it is still in its first stages. The best possible work is being done while waiting additions to our very limited force, hoping some time to extend the benefits of the library to every child in Washington.

The following table (D) shows the circulation of books in the children's room since it was opened in the middle of January of this year:

	January.	Febru- ary.	March.	April.	May.	June.	Total.
Fiction	3,145	4,341	4,809	4,810	3,806	4,192	25,108
Nonfiction.....	922	1,548	1,343	1,210	1,070	807	6,900
Total	4,067	5,889	6,152	6,020	4,876	4,999	32,008
Average daily circulation.....	226	256	237	232	195	192	222
Per cent of fiction	77½	73½	78	80	78	84½	78½

It would have been very interesting to have had a record of the attendance of children for the time specified. This has not been kept, but it was very large.

READING AND REFERENCE ROOM.

The reading room was opened on the 12th of January, 1903, and it was evident from the beginning that it filled a void and supplied a crying necessity; and further, that it was entering upon a career of extended and ever increasing usefulness. Readers at once crowded its tables and flocked to its shelves. Unfortunately, a regular count of the daily visitors was not undertaken until the 21st of February, but

one made for a special reason on an evening in January found over 80 persons present at about 8 o'clock.

At first, of course, many visitors came out of curiosity to see the beautiful new building, yet serious reading and study began at once, and the pupils in the public and private schools soon perceived that this was the nearest and most convenient place for them to visit in order to look up material upon which to base their essays and compositions, or to seek information concerning, or verification of, the many topics and problems of everyday school life.

The following table will show what has been the number of visitors for each month from February 21 to June 30, 1903, and also the days of largest and smallest attendance in each of those months. From this table it will be seen that the largest number of visitors on any one day was 356 on the 26th of February, and the smallest 126 on the 5th of June. The total number of visitors accounted for was 23,630.

Number of visitors to reading room, February 21 to June 30, 1903.

Month.	Highest.		Lowest.		Average.	Days open.	Total.
	Day of month.	Number.	Day of month.	Number.			
February	26	356	27	220	350	6	1,900
March	19	347	30	170	276	26	7,184
April	24	317	8	161	228	26	5,914
May	1	275	20	129	177	25	4,429
June	13	217	5	126	162	26	4,203
Total						109	23,630

The physical location of the library is most happy, being so situated that the lines of two street railways pass on either side, and the New York avenue line in front of its entrance. This convenience of access is an important factor, which will more and more be felt as it is realized how easily and quickly the library can be reached from all parts of the District of Columbia. Even the school use of the reference department must constantly increase, for the students in the higher institutions as well as the pupils in the high and grammar schools will always find works of importance which can not be duplicated in any of the proposed branch libraries.

The reading room already furnishes a pretty full and well-rounded selection of reference works. The latest and best cyclopedias and dictionaries, in several languages, are to be found on the shelves, and others should be added from time to time as opportunity may offer. The list of dictionaries of spoken languages should be increased until it includes all the prominent tongues of Europe, and some of the lesser tongues which are of interest and value on account of historical, literary, commercial, and other sufficient reasons.

Visitors should be enabled to verify here the historical, commercial, financial, and political matters to which constant reference is made in the journals of the day; and, in ordinary cases, it ought not to be necessary to refer a searcher to some other library in this, or some other city, to obtain the desired information. This is a high ideal, it is confessed; but it is one that should constantly be kept in view.

For the use of those just learning, or imperfectly acquainted with our language, and of whom there are many in the District, there

LOBBY, SECOND FLOOR.



4

ought to be provided a few works of general history, and of the principal modern nations, of natural and applied science, as well as poetry and other literature, in at least six or eight continental languages, whose children have sought our shores for their future home. The number of these works should not be large, but the selection should be choice, and the fact of its existence as widely made known as possible. This should be done mainly with the intention of supplying a need, more or less temporary it is true, but very real to those unable to use, or not yet acquainted with, works printed in English.

The library ought, as rapidly as practicable, to increase the number of dictionaries, encyclopedias, and other general works in the sciences, arts, and technology, while the special works in these departments may very well be left for the large technical library of the Patent Office, which is but three blocks distant. There is need especially of works of interest to women; books on household economy, needlework, porcelain painting, and kindred topics.

The number of periodicals currently received should be increased to the limit of our appropriation, and that function of the library work made more vital and quickly responsive to the public demand. Correlative with this enlargement of our periodical list, as opportunity offers, there should be procured as many as possible of the more important sets of periodicals indexed in Poole; and where certain pictorial papers are practically destroyed in the using, duplicates should be provided for binding. Of the great literary and historical magazines the library can not have too many sets, for they are in constant demand, and they will be more and more so when it is found that they are here available.

DUPLICATE COLLECTION.

This collection was described at length in the report of June, 1901. In 1899, at the time it was started, the library had such a small book fund that it was not possible to supply popular books in duplicate, so the method of a "pay duplicate collection" was adopted to procure extra copies of "much-called-for" books.

Most readers are willing to pay the charge of 10 cents a week to secure a new, clean copy of a popular book while it is still being discussed. After a book has "paid for itself" it becomes the property of the library and circulates free of charge. In this way each person who uses the duplicate collection eventually benefits the whole community. During the last fiscal year 522 volumes were added to the duplicate collection, and \$612.95 received from it, being a small increase over the amount received during the previous year. The number added to the collection in the past year did not begin to equal the demand, and it has proven in every way so satisfactory it is hoped to enlarge it very much this year and give careful attention to selections made for it.

LIBRARY FORCE.

Each year there has been urged in the report the need of more assistants, with correspondingly adequate salaries. The library is judged by those who directly serve the public in the reference room, the children's room, and at the issue desk. It has already been stated that success in these departments is largely due to the personality of the assistants. They must be well educated, courteous, tactful, and have

unlimited patience. The work in all these departments has increased rapidly since the occupation of the new building. The registration has been so heavy it was necessary to limit the hours of registration, as the force is small and greatly overworked.

We proudly call our library a "university for the people," and yet fail to fully provide this "university" with a "corps of instructors" large enough to meet the demands made upon it. It is well to remember also that "He gives twice who gives quickly." Satisfactory service can not be quickly given without a greater number of trained helpers in this part of the work; in fact in all the library service.

The increase in the regular force of the library is still urgent, though the appropriations for the past year provided for a force of 29, and salaries amounting to \$17,420, and for the year ending June 30, 1904, a force of 35, with salaries amounting to \$19,280. What was stated last year becomes more imperative considering the growth of the work in the new building, and the great demand of the public for larger facilities in every way to make the use of the increasing collection of books available to every reader in the shortest space of time. The work for the past year has shown great results, but the need of the future is still more pressing, and, of necessity, requires an adequate force of workers. The experience of only half a year in the new building has clearly demonstrated the necessity of further increase of the force, and proves that the estimates of last year were scarcely large enough.

For the next fiscal year, July 1, 1904, to June 30, 1905, the following force will be required to properly carry on the work, even at the present rate of increase:

Librarian	\$3, 000
Assistant librarian.....	1, 200
Reference room assistant.....	900
Children's room assistant	720
Do	540
Issue division assistant	720
Do	600
Do	540
Registration division assistant.....	600
Order division assistant.....	720
Do	600
Do	540
Head cataloguer.....	1, 000
Do	840
Do	720
Do	600
3 cataloguers, at \$540	1, 620
Stenographer and typewriter.....	720
2 attendants, reading room, at \$480.....	960
2 attendants, reading room, at \$360	720
2 attendants, delivery room, at \$480	960
2 attendants, delivery room, at \$360	720
4 messengers, at \$360	1, 440
8 pages, at \$240	1, 920
2 janitors, at \$480	960
Engineer	900
Fireman	540
Workman	480
6 charwomen, at \$180.....	1, 080
Watchman.....	480
Total	27, 340

In the above estimate an attempt is made to provide for the various needs, as demonstrated by actual work during the half year the new

LECTURE HALL, SECOND FLOOR.

building has been open. This includes the increase of force, number of additional rooms to be provided for, the greater amount of work in all the divisions, the greatly enlarged circulation of books, and the larger number of books to be added to the library until over 100,000 are on the shelves.

The desk force of the circulating departments should be considerably increased, because it is now in three separate divisions, the general desk, the open-shelf room (soon to be enlarged), and the collection in the children's room, soon to be removed to a larger room, and requiring a larger force to manage it as a separate division on another floor. There will also be an additional reading room opened on the second floor for collections of periodicals, and this will need attendants.

These estimates add somewhat to the number of assistants, but the aggregate salaries are not large. Ten persons on the list are to be employed in the care of the building alone. Only one additional cataloguer at \$840 is asked for, though the work will be heavy for some time to come. An assistant at \$900 for the reference room is greatly needed. The additional assistants for the children's room, issue, registration and order divisions have become an absolute necessity to perfectly carry on the work. The same may be said for a larger force of attendants, messengers, and pages throughout the building. The messenger service, especially, is inadequate, as they are obliged to collect daily overdue books all over the city, and this duty requires skill and tact. The need of a watchman was noted fully last year, as at present there is no one to look after the building at night, when both the engineer and fireman are away. The two more extra charwomen will be needed in order to get the additional rooms cared for in time for opening.

ESTIMATES FOR BOOKS, BINDING, AND CONTINGENT EXPENSES.

The need of a fairly complete collection of books in the library will require somewhat large appropriations for a few years, and the ordinary losses from worn-out books each year add quite an item to the expense. With the aid of the special appropriation already made and largely expended the item for purchase of books is made moderate. The estimate for binding is reduced from last year. The amount for contingent expenses asked for is \$3,000 less than the last appropriation, for the reason that the fitting up of the new building is much more complete. The total amount asked for last year was \$29,000, and the amount appropriated, \$17,000. The estimate for next year is \$10,000 less than last year.

The amounts needed for the coming year are as follows:

Appropriation.	Asked for.	Appropriation last year.
For binding.....	\$3,000	\$3,000
For fuel, lighting, postage, fitting up building, and other contingent expenses.	6,000	9,000
For purchase of books	10,000	5,000

SPECIAL GIFTS TO THE LIBRARY.

The gifts to the library include \$25,000 from Mr. Andrew Carnegie to aid in completing the building, expended through the building commission, and \$100 from Messrs. Woodward & Lothrop, and \$100 from Hon. James T. Du Bois, interest on the Henry Pastor memorial fund. The number of donors of books was 200, and the number of volumes given 3,805; pamphlets, 694; periodicals, 2,404. The principal donations of books are given under the item of additions to the library, one of the largest being that from the United States Bureau of Labor, of a miscellaneous lot of 946 volumes. A fine collection of 311 new books was given by the Evening Star Newspaper Company, and sets of 82 volumes of scientific works from Mrs. M. H. Pilling. Among the miscellaneous gifts were a Magna Charta facsimile from Dr. Thomas E. Ridgway; 1 officially certified facsimile of the Declaration of Independence and 1 facsimile of the Magna Charta, from Mr. Andrew Carnegie, and 96 atlases from J. L. Gensler.

GENERAL NOTES.

In reviewing the past year, with the greatly increased work that necessarily had to be done in endeavoring to give larger library facilities to the citizens of Washington, it is but proper to state that only a part has yet been done. In what has been accomplished a very large amount is due to the earnest and constant labors of the president and all the members of the board of trustees, who have given much of their time in assisting the librarian in every possible way. Great credit is due to the members of the library force, whose duties have been cheerfully performed, even when laboring at times under great difficulties. I feel certain that all the service thus done will be as well appreciated by the public as by myself.

WESTON FLINT, *Librarian*.

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

List of scientific periodicals purchased by the Henry Pastor memorial fund.

[M., monthly; W., weekly; Q., quarterly.]

M. American Electrician.	M. International Bookbinder.
W. American Architect and Building News.	M. Inland Printer.
W. American Gardening.	W. Iron Age.
M. American Journal of Science.	M. Marine Engineering.
M. American Machinist.	M. Meehan's Monthly.
M. American Naturalist.	M. Mines and Minerals.
M. Anthony's Photographic Bulletin.	M. Popular Science Monthly.
M. Art Amateur.	M. Printing Art.
M. Art Interchange.	W. Scientific American.
Q. Auk.	W. Scientific American Supplement.
M. Carpentry and Building.	M. Scientific American, Builder's Edition.
M. Cassier's Magazine.	M. Sibley Journal of Mechanical Engineering.
W. Country Gentleman.	M. Street Railway Journal.
W. Electrical World and Engineer.	Engineering.
M. Engineering Magazine.	Library Association Record.
W. Engineering Record.	Library World.
W. Horseless Age.	
M. Ice and Refrigeration.	

List of periodicals purchased from book fund.

M. Argosy.	M. Little Folks (Cassino's).
W. Athenæum.	W. Living Age.
M. Atlantic Monthly.	M. McClure's Magazine.
M. Birds.	M. Munsey.
Bi-m. Bird Lore.	M. Masters in Art.
M. Blackwood's Magazine.	M. Missionary Review of the World.
M. Bookman.	M. Modern Culture.
M. Cassell's Little Folks.	W. Musical Courier.
M. Century.	W. Nation.
M. Chautauquan.	M. Nineteenth Century.
W. Collier's Weekly.	M. New England Magazine.
M. Contemporary Review.	W. New York Evening Post.
M. Cosmopolitan.	W. New York Times (Saturday Review).
M. Critic.	W. New York Tribune Review.
M. Cumulative Book Index.	M. North American Review.
M. Cumulative Index to Periodicals.	M. Outing.
M. Current Cyclopedia.	W. Outlook.
M. Current History.	W. Philadelphia Times (Saturday Book Review).
M. Current Literature.	M. Plant World.
M. Dial.	M. Public Libraries.
Q. Edinburgh Review.	W. Public Opinion.
M. Education.	W. Publisher's Weekly.
M. Frank Leslie's.	M. Psychological Review.
M. Fortnightly Review.	M. Reader's Guide to Periodical Literature.
M. Forum.	M. Review of Reviews.
W. Great Round World.	W. Science.
M. Harper's Bazar.	M. Scribner's Magazine.
W. Harper's Weekly.	M. St. Nicholas.
M. Harper's Monthly.	M. Studio, The.
M. House Beautiful.	M. Westminster Review.
W. Independent.	M. Windsor's Magazine.
M. Kindergarten Review.	M. Woman's Home Companion.
M. Ladies' Home Journal.	M. World's Work.
M. Library Journal.	W. Youth's Companion.
W. Life.	
M. Literature.	

Annual reports of libraries received during the year.

Donor.	Annual reports.	Donor.	Annual reports.
Yellowsprings, Ohio, Antioch College..	1	Scranton, Pa., Public Library.....	2
New York City, Aguilar Free Library.	1	Columbus, Ohio, Public School Library.	1
Bridgeport, Conn., Bridgeport Public Library	1	Baltimore, Md., Enoch Pratt Free Li-	1
Providence, R. I., Providence Public Library	1	brary	1
Des Moines, Iowa, State Library	1	Salem, Mass., Salem Public Library...	1
Bristol, England, Public Libraries.....	1	Peabody, Mass., Peabody Library.....	1
Belleville, Ill., Belleville Public Li-	1	Marblehead, Mass., Abbott Public Li-	1
brary	1	brary	1
Ayr, Scotland, Carnegie Public Library	1	Navy Department, Washington, D. C.,	1
Danvers, Mass., Peabody Institute.....	1	Navy Department Library	1
New Bedford, Mass., Free Public Li-	1	Toronto, Canada, Toronto Public Li-	1
brary	1	brary	1
Springfield, Ohio, Warder Public Li-	1	Taunton, Mass., Taunton Public Library	1
brary	1	Lowell, Mass., Lowell City Library....	1
Tokyo, Japan, Imperial Library	1	Dundee, Scotland., Dundee Free Libra-	1
Manchester, N. H., City Library.....	1	ries	1
Birmingham, England, Free Libraries.	2	Brockton, Mass. Brockton Public Li-	1
New Haven, Conn., Public Library....	1	brary	1
Newark, N. J., Public Library	1	Brooklyn, N. Y., Brooklyn Public Li-	1
Evanston, Ill., Free Public Library....	1	brary	1
St. Louis, Mo., Mercantile Library	1	Philadelphia, Pa., Philadelphia City	1
Chicago, Ill., Chicago Public Library..	1	Institute	1
Boston, Mass., Public Library	1	Ann Arbor, Mich., Michigan University	1
Plymouth, England, Public Library...	1	Library	1
Eau Clair, Wis., Eau Clair Public Library	1	Bradford, Pa., Carnegie Public Library.	1
Oakland, Cal., Oakland Free Library...	1	Philadelphia, Pa., Free Library of Phila-	1
Syracuse, N. Y., Syracuse Public Library	1	delphia	1
Dayton, Ohio, Public Library.....	1	Hornellsville, N. Y., Hornell Library	2
Providence, R. I., Providence Athe-	1	Association	2
næum	1	North Adams, Mass., Public Library...	1
		Lynn, Mass., Public Library	1

List of donations, 1902-3.

Donor.	Books.	Pam- phlets.	Period- icals.
Antioch College			1
United States Bureau of Ethnology	4	50	
Alexander Lynch	1		
Elizabeth S. Barton	3		
Charles F. Adams		1	
Bureau of Labor, Springfield, Ill	1		
Mrs. Nathaniel McCrae	2	3	
Miss Lee Washington	3		
W. J. Marsh	21		
Miss S. E. Zimmermann	11		
United States Department of State	3		
George W. Hinman			212
General passenger agent C. and N. R. R.	1		
University of the State of New York	12	13	
Public Library Museums, Melbourne, Australia ..	1		
Smithsonian Institution	9	4	
Union Veteran's Legion		1	
M. P. Scudder			9
C. P. Jenkins		1	
Apprentice's Library Co., Philadelphia, Pa		2	
Frank B. Smith	3		
Chamber of Commerce, State of New York	1		
Pennsylvania State College	1		
Appalachian National Park Association		1	
United States Department of Agriculture		10	
Abraham G. Jennings	1		
George A. Gustin	25		
John H. Fries	1		
Mrs. Daniel O. Knight	6		
Dr. W. S. Anderson		1	
Public Library, Newark, N. J.		3	
M. D. Ratchford	2		
F. A. Lucas			52
Chicago Public Library		6	
Francis T. Barrett	3		
Société Havraise d'Etudes Diverses	1		
Miss Mary S. Oliver	2		
Dr. J. W. Wainwright		1	
Alfred Hewett	1		
Miss Caroline E. Andrews			5
Edward L. Harris		8	
William V. Cox	66		
John A. Haldeman	3		
Mrs. C. T. Armstrong	50		
F. L. Stickney	1		
James Blackstone Memorial Library	3	9	
R. Ross Perry	12		
Mrs. Helen M. Rolle	26		
E. B. Turpin	148		
Rev. C. W. Currier	2		
Thomas W. Lawson	1		
H. C. Bolton	1		
A. M. Gangewer		1	
Mrs. J. W. Hoyt	7	100	50
Miss E. V. Bradt	1	1	
Col. Dangerfield Parker, U. S. Army, retired ..	120		
Hon. Commissioner of Patents	356		12
C. E. Watson	1		
Hon. George B. McClellan, Member of Congress ..	203		
Mrs. H. M. Clapp	100		
Lewis E. Louer	1		
Frank H. Bigelow	220		
Mrs. A. R. S. Foote	1		
G. P. Putnam's Sons	1		
Capt. Benjamin Lamberton			19
Messrs. Coldren & Fenning	60		
Mrs. George Marsh	9	18	
Amy G. Thompson	1		
Alice Henkel			315
William R. Smith	112		
Hon. J. H. Gallinger, United States Senator ..	1		
J. O. M. Wilson			666
August Henkel			42
Harvard University	2		
Wm. H. Doolittle	1		
Surgeon-General's Office	1		
James H. Embry	11		
Mrs. M. H. Pilling	82		
Lewis J. Davis	41		72
Mrs. Elizabeth H. Schenck	1		50
Mrs. Martha J. Coston	1		
Dr. L. A. White	21		

List of donations, 1902-3—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Bernard R. Green	19		
Miss S. S. Mackall	2		
Mr. and Mrs. Joseph Auerbach	6		35
Miss Ida L. Cose	1		
Dr. J. G. B. Bulloch	1		
Second Church Christian Scientists	2		
Dr. Wm. L. Robinson		6	
Allen C. Clark	1		
Adair Welcker	1		
Zanesville Athenæum	1		
Oliver J. Moore	1		
Mrs. James Lowndes			3
Miss Louise Park		1	1
Hon. John McMackin	3	1	
Herbert Wright	1		
Comptroller of Currency	2		
Library of Congress	1		
Mrs. J. S. Mills	3		
Bureau of labor, Albany, N. Y.	3		
Ray Server	1		
W. W. Rosson	1		
Gertrude Kronheim	3		
C. T. Nogel			12
H. F. Chezum	4		
United States Department of Agriculture	5	12	
Mrs. F. Birch	4		
Leland Hart	1		
Rufus H. Wade	1		
S. E. Lewis, M. D.		1	
N. M. McLaughlin	1		
T. B. Edgar	1		
Miss Mary Spencer	1		
Evening Star Newspaper Co.	311		
Robert Hoe		1	
Rev. J. E. Rankin	42	8	
Henry W. Higham	1		
Mrs. Thomas D. Dix	2		
J. E. Hosford	28		
Mrs. Emma M. Newman	1		
Miss Jenny E. Babbitt	6		
Miss S. K. Kensey	5		
J. C. Lightcap	15		
Mrs. Annie R. R. Fenning	5		155
Chief of Engineers, U. S. Army	5		
Commissioner of Education	2		
Oliver C. Sabin	16		
Dr. Charles Moore	30		
Lucia M. Delano	4		24
Episcopal Eye and Ear Hospital		1	
Columbian University	1		
Office of Life-Saving Service, District of Columbia	1		
William C. Woodward	54	7	
Charles Moore	5		3
George W. Chase	2		
Andover Theological Seminary	1		
Bureau of labor, Lincoln, Nebr.	1		
Dr. G. L. Magruder	32	327	
H. V. Swearingen	4		
N. J. Black	1		
Dr. Thomas E. Ridgway	2		
George M. Edebohl, A. M., M. D.		1	
Chicago Public Library			3
Brown & Sharp Manufacturing Co.	1		
Henry M. Rochester	3		
A. C. Weeks	2		
Mrs. Lillie M. McElhinney	4		30
Walter H. Acker			327
Albert M. Reed	12		
James O'Hagan	1		
Frank Chambers	3		
Woman's Anthropological Society	5	35	
Dr. Max von Niessen	1		
Mrs. Florida Rodes	1		
Mrs. A. G. Chapman	3		
T. L. Cole	1		130
Commissioners of the District of Columbia	1		
Mrs. Harriet B. Loring			3
R. A. Smith			24
Miss Maude F. Cogle	1		
John Parsons	1		
Miss C. Scott	11		
William G. Powell	1		

List of donations, 1902-3—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Dr. Anton Coe.....	1
Mary S. Beall.....	1
Eugene C. Kreider.....	2
F. O. Baron Von Fritsch.....	2
Washington State Library, Olympia, Wash.....	2
Clarke & Baker.....	1
Alfred University.....	1
George R. Brown.....	37
W. T. Moore.....	55
James S. Hood, curator Colonial Historical Society.....	5
Mrs. F. Birch.....	13
Madison Davis.....	2
Mrs. Theodore Friebus.....	8
Ministerio de Fomento.....	4
Mrs. C. W. Ballinger.....	20
James H. Hopkins.....	1
Miss Eliza S. Green.....	12
Miss Mary G. Champney.....	1
L. N. Pinney and W. E. Priest.....	5
James Lowndes.....	8
Mrs. Adelaide Campbell.....	1
B. Silverberg.....	14
Congregational Library, Boston, Mass.....	1	5
Mrs. Harriet C. Stewart.....	1
R. A. Smith.....	12
Mrs. H. C. Stewart.....	2
Edgar Hart.....	1
H. L. Gensler.....	77
S. L. Phillips.....	1
Mrs. Delano.....	65	60
Dr. M. E. Lane.....	65	5
Mrs. B. J. Moses.....	5
Dr. E. L. Morgan.....	2
J. H. Pickering.....	2
Legation of Japan.....	1
Lieut. Col. C. W. Raymond, U. S. Army.....	3
Mrs. M. E. Cutter.....	19
Joseph Walsh.....	1
Robert L. Lerch.....	3
Transferred from Bureau of Labor.....	946

REPORT OF THE TREASURER.

WASHINGTON, D. C., *October 1, 1903.*

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the public library during the fiscal year ending June 30, 1903.

Moneys collected at the delivery desk.

Balance on hand July 1, 1902	\$2,508.80
Fines.....	1,222.40
Duplicate collection	612.95
Books lost and injured.....	37.48
Reserves.....	17.30
Reissued cards	3.90
Total	4,402.83
To interest on deposit American Security and Trust Company, 1902-3....	98.95
To overdeposit October 2, 1903	3.00
Total	4,504.46
Expended for assistants.....	721.35
Balance.....	3,783.33

DONATION FUND, INCLUDING HENRY PASTOR MEMORIAL FUND.

Weston Flint, treasurer, in account with the public library.

DR.			CR.		
1902. July 1	To balance in hands of treasurer	\$208.41	1902. Dec. 30	By paid Woodward & Lothrop, periodicals.....	\$93.00
July 26	To check, James T. Du Bois, Henry Pastor memorial interest, 1902	100.00	1903. Mar. 30	By paid University Press (Printing Art)	3.00
1903. Mar. 24	To check, Woodward & Lothrop (donation)	100.00	May 8	By paid Horseless Age.....	2.00
	To credit, interest bank deposit, 1902-3.....	8.92	May 28	By paid International Book-binder	1.00
	Total	417.33		Balance in hands of treasurer.	318.33
				Total.....	417.33

Weston Flint, treasurer, in account with the Henry Pastor memorial fund.

DR.			CR.		
1902. July 1	To balance in hands of treasurer	\$2.26	1902. Dec. 30	By paid Woodward & Lothrop, periodicals.....	\$93.00
July 26	To check, James T. Du Bois, Henry Pastor memorial fund interest, 1902.....	100.00	1903. Mar. 30	By paid University Press (Printing Art)	3.00
			May 8	By paid Horseless Age.....	2.00
			May 28	By paid International Book-binder	1.00
				By balance on hand	3.26
	Total	102.26		Total.....	102.26

The amounts appropriated for salaries, contingent expenses, binding, and for books are audited and paid by the District government.
Respectfully submitted.

WESTON FLINT, Treasurer.

THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

APPENDIX.

The Washington Public Library was created by act of Congress approved June 3, 1896, as follows:

AN ACT to establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the Commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the Commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia, and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the free public library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, and a librarian, who shall also act as secretary and treasurer of the board. At each annual meeting the board shall elect by ballot from its own number a president and vice-president, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by a viva voce vote a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library, and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duties of the librarian as secretary and treasurer of the board shall be to keep a neat, exact, and permanent record of the meetings of the board, the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by check of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money. The librarian shall hold his office until his successor is elected and qualified.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged, for the use of the board, lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the

same catalogued according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library, for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading the minutes.
- (3) Report of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

LIBRARY RULES.

The following are the rules adopted for the government of the library:

ARTICLE 1. The library shall be open for the delivery and return of books every week day from 10 a. m. to 9 p. m., legal holidays excepted. The reading rooms shall be open until 10 p. m.: *Provided*, That during July, August, and September the delivery room shall be closed at 8 p. m. and the reading room at 9 p. m.

ART. 2. All persons over the age of 12 years who are permanent or temporary residents of the District of Columbia, and persons in Government service in Washington who reside outside the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parents, guardian, or some person satisfactory to the librarian. Temporary residents not owning real estate or employed in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian. Applications must be signed at the library.

ART. 4. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence, and register number. This card must be presented whenever a book is taken, returned, or renewed. If lost, it will be replaced upon payment of 10 cents after ten days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all fines accrued on the same.

ART. 5. One volume or two volumes, if of the same book, may be taken out at a time and retained two weeks (except those labeled "Seven-day book"), and may be renewed once for the same period, unless a reserve has been left by another person in the meantime. Books of recent purchase and very popular books are called "Seven-day books." (These books have the notice on the inside cover, and may not be renewed.) After one renewal a book may not be taken out again by the same borrower, or by any other member of the same household, until it has remained on the library shelves for twenty-four hours.

ART. 6. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents.

ART. 7. Books of reference and those deemed by the library committee unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in the printed catalogue by an * and in the card catalogue by the letter "R" (in red) placed above the call number.

ART. 8. A fine of 2 cents a day shall be imposed if a book is kept overtime, and at the expiration of three weeks from the date the book is drawn (if it is not returned) a messenger will be sent for it, who shall have authority to collect the fine incurred and an additional fee of 20 cents for such messenger service. No book will be delivered to the person incurring the fine until it is paid.

ART. 9. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 10. If any borrower lose or materially injure a book, paper, or magazine belonging to the library he shall pay the cost of replacement. If the book so lost or injured be part of a set he shall pay for the entire set, and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it, shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 11. The use of ink is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 12. No dogs or other animals shall be permitted in the building.

ART. 13. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library are prohibited in all parts of the library building.

ART. 14. Men and boys shall remove their hats and remain uncovered within the building.

ART. 15. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 16. The reading card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia. All changes of residence must be promptly reported to the librarian.

ART. 17. Teachers' cards may be issued, on which 10 books on educational topics may be drawn at a time, which are subject to recall if required by other readers.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. Borrowers must take notice of the expiration of time allowed. After one week's delinquency notice of fine follows and, if not returned within a month, value of the book and fine will be collected from the delinquent or guarantor.

ART. 20. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned at the desk before the borrower leaves the room where they are used. No card shall be lent outside the household of the holder.

ART. 21. Children under 16 years of age are admitted to the open fiction room only upon presenting a written request from parents or guardians.

ART. 22. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library.

ART. 23. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear or destroy any book, pamphlet, or manuscript, or any portion thereof belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offence is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offence.

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ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
PUBLIC LIBRARY
OF THE
DISTRICT OF COLUMBIA
JUNE 30, 1904



Public Library District of Columbia, 1904.



PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA.

SEVENTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
SIXTH ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1904

WASHINGTON
1904

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OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

SAMUEL W. WOODWARD, term expires 1906.
BRAINARD H. WARNER, term expires 1906.
JOHN B. LARNER, term expires 1906.
AINSWORTH R. SPOFFORD, term expires 1908.
JAMES T. DU BOIS, term expires 1908.
R. ROSS PERRY, term expires 1908.
THEODORE W. NOYES, term expires 1910.
CHARLES J. BELL, term expires 1910.
RUFUS H. THAYER, term expires 1910.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice President*.
RUFUS H. THAYER, *Secretary*.
WESTON FLINT, *Librarian and Treasurer*.
 (Resigned August 31, 1904.)
GEORGE F. BOWERMAN, *Librarian and Treasurer*.
 (From September 1, 1904.)

STANDING COMMITTEES.

BOOKS.	BUILDING.
AINSWORTH R. SPOFFORD, <i>Chairman</i> . RUFUS H. THAYER. SAMUEL W. WOODWARD.	BRAINARD H. WARNER, <i>Chairman</i> . JAMES T. DU BOIS. RUFUS H. THAYER.
EMPLOYEES.	FINANCE.
JAMES T. DU BOIS, <i>Chairman</i> . SAMUEL W. WOODWARD. BRAINARD H. WARNER.	JOHN B. LARNER, <i>Chairman</i> . CHARLES J. BELL. R. ROSS PERRY.
RULES.	BOOKBINDING, ETC.
R. ROSS PERRY, <i>Chairman</i> . AINSWORTH R. SPOFFORD. JOHN B. LARNER.	RUFUS H. THAYER, <i>Chairman</i> . AINSWORTH R. SPOFFORD. JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.	DONATIONS.
THEODORE W. NOYES, <i>Chairman</i> . BRAINARD H. WARNER. RUFUS H. THAYER.	SAMUEL W. WOODWARD, <i>Chairman</i> . BRAINARD H. WARNER. CHARLES J. BELL.

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman*.
BRAINARD H. WARNER.
R. ROSS PERRY.

The President is ex-officio a member of all committees.

REPORT OF THE BOARD OF TRUSTEES

OF THE

PUBLIC LIBRARY

WASHINGTON, *September 30, 1904.*

GENTLEMEN: The year which ended June 30, 1904, has been one of activity and steadily increasing usefulness for the Public Library, though its record is not marked by any notable events like those which have characterized other years of the creative and formative stage of the library's life—a period now just terminating.

The total number of books issued during the year was 278,188, an increase of 63,927 over last year. The increase in the number of books on the shelves during that period was 17,404, causing the total collection now to exceed 70,000.

The library, based on the firm legislative foundation of permanent tax maintenance, reasonably well equipped with books, housed in a commodious, well arranged and attractive building, and provided with an efficient, if small, library force, is prepared to move forward and to expand along the lines of greatest public usefulness, bestowing a constantly enlarging measure of benefit upon the residents of the national capital.

THE NEW BUILDING.

The additional donation of \$25,000 made by Mr. Andrew Carnegie for the purpose of furnishing, decorating, and completing the equipment of the new building has been expended during the year, with the exception of \$3,950, which amount is to be applied to the purchase of furniture and to certain minor improvements.

The main items of this expenditure were the completion of the book stack to its full capacity of five tiers by the addition of two tiers, the provision of a dumb-waiter book lift in the stack, the general decoration of the interior walls and ceilings of the building, inclosing the basement flight of the rear stairway and the electric elevator machinery in the subbasement, provision of a pipe system of filtered drinking-water coolers, installation of slop sinks, reenforcing exposed plaster corners, and provision of an excellent outfit of apparatus for the bookbindery.

The cost of these items was approximately as follows:

Book stack	\$12,500
Interior decoration	6,300
Drinking-water system	590
Slop sinks	420
Reenforcing plaster corners	200
Stair and elevator inclosures	300
Bindery equipment.....	400
Minor items.....	340
Total	21,050

LIBRARY APPROACHES AND PARK ENVIRONMENT.

During the fiscal year which ended June 30, 1903, the sidewalks along the south side of Mount Vernon Square were laid by the District and the approaches to the south or main entrance of the library as they now stand were constructed by the Public Buildings and Grounds Office of the War Department, which has charge of the square.

Early in the last fiscal year the approaches of the rear or north and east entrances of the library were nearly completed by the same office with the balance of \$10,000, the only part of the original estimate of \$25,000 which Congress has appropriated.

These two sections of the approaches are part of a simple design of walks and stone curbings needed to complete the square and unify it with the building. Until this is done the present naked and meaningless condition of the park to the east and west of the building must remain, and it is earnestly hoped that Congress will this year grant the small sum of \$13,000 with which it is found practicable to finish the work. This estimate includes provision of the two special two-lamp electric-light standards intended for the two pedestal blocks at the ends of the steps at the south sidewalk to appropriately illuminate the wide entrance platform and the doorway of the building.

The Office of Public Buildings and Grounds asked this appropriation last year and has included the item in its estimates for the next fiscal year.

BRANCH LIBRARIES.

In the last annual report of the library trustees, after discussing Mr. Andrew Carnegie's offer to supply the buildings for any needed branches of the Public Library, it was said: "Legislation will be required from Congress accepting Mr. Carnegie's branch library offer, directly or impliedly pledging suitable maintenance and authorizing a library commission to erect branch libraries from the Carnegie donated fund as these buildings may from time to time be authorized by Congress."

The following bill was accordingly submitted to Congress (H. R. 14048):

A BILL To authorize the Commissioners of the District of Columbia to accept donations of money and land for the establishment of branch libraries in the District of Columbia, to establish a commission to supervise the erection of branch library buildings in said District, and to provide for their suitable maintenance.

Whereas Mr. Andrew Carnegie, in addition to his gift of the present public library building in the District of Columbia, has offered to give the necessary money to build branch library buildings in the District of Columbia from time to time when and as called upon so to do by the trustees of the Public Library of the District of Columbia,

said donation being conditioned upon the same terms in respect to suitable municipal maintenance as were attached to the gift of money for the erection of the main public library building; and

Whereas offers to donate the ground for the sites of such branch library buildings in the District of Columbia have been and are being made: Therefore

Be it enacted, etc., That the Commissioners of the District of Columbia be, and they are hereby authorized to accept from Mr. Andrew Carnegie on the conditions aforesaid such donations as he may from time to time make for the purpose of erecting such library buildings in the District of Columbia as the said Commissioners and the said library trustees may approve; and to accept also from time to time conveyance of unincumbered land deemed desirable by said Commissioners and trustees as the site or sites of such branch library buildings; and to serve as three members of a commission of five, of which the president of the library trustees and the librarian of the public library shall be the additional members, to supervise the erection of said branch library buildings: *Provided,* That such branch library buildings shall not be opened for public use until Congress shall hereafter provide for the necessary expenses of maintaining said branch library or libraries as the same shall from time to time be completed and ready for such use.

The House of Representatives, after striking out the preamble and the words "on the conditions aforesaid," passed the bill. But it was unfavorably reported from the Senate District Committee and defeated in the Senate.

The opposition to the measure in the Senate was based upon an indisposition to authorize by implication any undefined branch-library expenditures which might, by any possibility under the 10 per cent maintenance condition of Mr. Carnegie's donation, impose an onerous burden upon both local and national taxpayers. The fact that the primary need of the present is the proper development of the main library and that branch-building expansion, with the accompanying burden of maintenance, must, even if authorized, be postponed in execution until the future has been and is thoroughly appreciated by the Commissioners and the library trustees, and it is not believed that, if the power to specify the time of branch-library extension had been confided to them, any evil could possibly have resulted from the general acceptance of Mr. Carnegie's offer of funds to be available for the erection of branch-library buildings at any date or dates in the future when the District could afford to maintain them. Congress has, however, indicated its unwillingness to authorize broadly this general acceptance of the offer, and it will be necessary to seek authority separately in every instance to accept the exact amount required to build some specified branch-library building if and when the District feels that it can afford to pay or guarantee in that particular case the 10 per cent maintenance.

Meanwhile the library can expand inexpensively through the development of substations like that now in operation at the Neighborhood House, as described in the librarian's report.

It may also be possible in special cases to secure acceptance by Mr. Carnegie of the 10 per cent maintenance pledge from some other responsible guarantor than the District of Columbia. For instance, the Y. M. C. A., of Washington, will donate the site of a branch library building adjacent to its new building, and pledge itself to suitable maintenance of the same if Mr. Carnegie will erect the structure. The George Washington University offers a site for a branch library as part of the group of buildings to be erected on the new university grounds, and will meet the expenses of maintaining the branch, and will, it is understood, put on its shelves and render accessible to the public the present university library. These corporations are fully as responsible and permanent guarantors of maintenance as the munici-

palities, small and great, which in all sections of the United States have assumed this burden of library support; and they may possibly be viewed by Mr. Carnegie as acceptable substitutes in this matter for the municipality of the District. In that event the progress of branch library development in Washington will be most quickly and most satisfactorily promoted, with the result of securing very soon two well-situated branches.

NEEDS OF THE LIBRARY.

The immediate urgent needs of the library are (1) an increase in its working force, as set forth in the annual estimates, and (2) an enlargement of its supply of books, (*a*) by private donation, (*b*) by Congressional appropriation, and (*c*) by securing for public use more of the miscellaneous circulating books in the Government collections in Washington.

(*a*) In the appeal for private donations stress is laid upon the need of special and endowed collections of newspapers and books, to which the names of donors may be attached, keeping them forever in the grateful remembrance of the public. The newspaper room of the Boston Public Library is supplied from the interest on a fund of \$50,000 contributed by William C. Todd for this purpose. Who will bestow a similar benefaction upon the Washington library? Who will similarly endow the children's library, or provide special traveling collections for school use?

(*b*) An appropriation of \$10,000 for the purchase of books is asked by the trustees in their estimates for the next fiscal year.

(*c*) The law under which books come from the departmental libraries to serve the ends of greater public usefulness in the Public Library is as follows:

The head of any Executive Department or Bureau or any Commission of the Government is hereby authorized from time to time to turn over to the Librarian of Congress, for the use of the Library of Congress, any books, maps, or other material in the library of the Department, Bureau, or Commission no longer needed for its use and in the judgment of the Librarian of Congress appropriate to the uses of the Library of Congress.

Any books of a miscellaneous character no longer required for the use of such Department, Bureau, or Commission, and not deemed an advisable addition to the Library of Congress, shall, if appropriate to the uses of the Free Public Library of the District of Columbia, be turned over to that library for general use as a part thereof.

Under this law about 900 books came to the Public Library from the Department of Labor in the year ended June 30, 1903, and 258 volumes were received from the Patent Office during the last fiscal year.

These transfers are doubtless the forerunners of others which will bring to the Public Library many thousands of the popular circulating books in the Government collections, removing them from places where they are accessible only to the clerks in a few of the Departments, and accessible to them only so far as the fraction contained in their own library is concerned, and placing them where they may be used by all the clerks in all the Departments and by the general public as well.

The logical supplement of this law affecting Departmental libraries is legislation which will utilize similarly for the public benefit the duplicates of popular circulating books now uselessly incumbering the shelves of the Library of Congress. Upward of 20,000 of these *volumes are duplicate* copies of uncopyrighted works, the transfer of

which to the Public Library, either permanently or as a loan, is presumably within the power of the Librarian of Congress without further enactment of law. There are in addition a vastly larger number of copyrighted duplicates, for the permanent transfer of which some form of enactment may be requisite, inasmuch as they are in the custody of the Librarian of Congress under the law regulating copyrights.

Congress has full power over both the Public Library and the Library of Congress, and the responsibility rests upon it of so developing and utilizing each collection as to confer upon the people the greatest possible benefit.

As was urged at the opening of the Public Library building:

The Library of Congress is to be fostered along its natural lines as the national reference collection, accessible as far as possible at all times and to the whole world.

The Public Library will be developed as the capital's and nation's circulating library for the workingmen, school children, the mass of the people—a perfect supplement of the Library of Congress, its circulating department, so to speak, to which should be logically and wisely diverted its duplicate miscellaneous volumes, the circulating resources of the Congressional Library, largely derived under the copyright laws as they exist or may be amended.

By thus using the capital's public library as the national lending collection Congress will waste no fraction of the nation's library resources, and, instead of permitting thousands of miscellaneous volumes, copyrighted or uncopyrighted, to decay unused upon the shelves, it will render them all most fully available both for circulating and reference purposes for the benefit of the people of the Republic.

LIBRARY ESTIMATES FOR THE NEXT FISCAL YEAR.

The Public Library estimates for 1905-6, as submitted by the library trustees to the Commissioners of the District, are as follows:

Title of office.	Appropriation 1904-5.	Estimate 1905-6.
LIBRARY AND BUILDING FORCE.		
Librarian	\$2,500	\$3,000
NOTE.—The estimate for this increase has been submitted for several years. The amount of the estimated salary is reasonable in view of the precedents established in other libraries as has been demonstrated in detail in previous reports and estimates.		
Assistant librarian	1,000	1,000
Assistant		900
NOTE.—This \$900 is for a reference librarian, who is absolutely needed in the new library, and there is no provision for one at present. This estimate was made last year.		
Assistant	720	840
NOTE.—This increase is to provide more adequate payment for a children's librarian. This highly important work is better paid elsewhere.		
Two assistants at \$720 each	1,440	
Four assistants at \$720 each		2,880
NOTE.—Of the two additional assistants of this grade one is needed more fully to develop the work of sending out books through the public schools and one is required in the reference room to provide for increased hours.		
Assistant	600	720
NOTE.—This proposed increase is to provide better payment for the registration assistant, who also explains the card catalogue to the public.		
Two assistants at \$600 each	1,200	
Three assistants at \$600 each		1,800
NOTE.—One new assistant is greatly needed in the rapidly growing work of the children's room.		
Three assistants, at \$540 each	1,620	
Four assistants, at \$540 each		2,160
NOTE.—The increase of one assistant is needed to secure a person to prepare books for the bindery, complete sets of periodicals, etc.		
Copyist		480
NOTE.—An assistant at this rate could save the time of more highly paid employees.		
Cataloguer	900	1,000
NOTE.—The cataloguer in charge has the work of classification, and the small increase asked does not make the salary equal to that paid in other libraries.		

Title of office.	Appropriation 1904-5.	Estimate 1905-6.
LIBRARY AND BUILDING FORCE—continued.		
Cataloguer.....		\$840
NOTE.—Technical training is required for this work and competent cataloguers can only be had at proper salaries. This one place is all the additional cataloguing force that is asked for this year, though the additions to the library will be very large for some time yet. This estimate was made last year.		
Cataloguer.....	\$720	720
Cataloguer.....	600	600
Three temporary cataloguers, at \$540 each.....	1,620	
Three cataloguers, at \$540 each.....		1,620
NOTE.—Experience has shown that the cataloguers in this grade now described as temporary will be needed permanently.		
Stenographer and typewriter.....	720	780
NOTE.—This assistant is the librarian's secretary, and in addition to correspondence work, keeps the library's accounts and makes all requisitions for books and supplies.		
Two attendants, at \$480 each.....	960	
Four attendants, at \$480 each.....		1,920
Four attendants, at \$360 each.....	1,440	
Six attendants, at \$360 each.....		2,160
NOTE.—The increase of four attendants asked for (two in each of the foregoing grades) became necessary by the additional work in the delivery room through increased and increasing circulation. A double force is needed to keep the library open the required number of hours, day and night. There is strong public demand for increased hours, which it is desired to meet.		
Two messengers, at \$360 each.....	720	
Four messengers, at \$360 each.....		1,440
NOTE.—The collection of unreturned books requires the services of two more messengers, and their work will add largely to the efficiency of the delivery system. They are imperatively needed.		
Four pages, at \$240 each.....	960	
Six pages, at \$240 each.....		1,440
NOTE.—The addition of at least two pages will be required by the enlargement of the stack room, and by the use of the future children's room in the basement, and the probable use of the so-called periodicals room on the second floor, for reading-room purposes.		
Two janitors, at \$480 each.....	960	960
Engineer.....	900	900
Fireman.....	540	540
Workman.....	480	480
Four charwomen, at \$180 each.....	720	
Six charwomen, at \$180 each.....		1,080
NOTE.—It is found that the present force of charwomen can not take care of the rooms in time, and the probable speedy addition to the library proper, of large rooms in the basement and on the second floor, and the increase of work in the stack room, require the small increase of two recommended.		
MISCELLANEOUS.		
For keeping the library open 52 Sundays, 2 to 10 p. m. (8 hours), 5 holidays, 10 a. m. to 10 p. m. (12 hours), and for extra services, 3 hours on Saturday afternoons during July, August, and September.....		1,700
NOTE.—There is a strong public demand for this increased service. It is desired to keep open all the public departments of the library, except the circulation, and including reference, children's, open-shelf, and periodicals rooms. The lump sum is asked with the understanding that 50 per cent increase over the hourly rate usually paid to employees filling the necessary places (except to the building force) shall be paid to volunteers chosen either from the regular staff or from outside its ranks.		
For purchase of books.....	5,000	10,000
NOTE.—Substantial appropriations for purchase of books will be required until the number of books becomes sufficient to meet the demands of readers, say about 100,000. The amount estimated is less than the regular yearly amount expended in cities of the size of Washington.		
For binding.....	3,000	3,000
For fuel, lighting, fitting up building, and other contingent expenses.....	6,000	6,000
Total.....	35,320	50,960

The new officers asked for in the above estimates are:

1 assistant.....	\$900
2 assistants, at \$720 each.....	1,440
1 assistant.....	600
1 assistant.....	540
1 copyist.....	480
1 cataloguer.....	840
2 attendants, at \$480 each.....	960
2 attendants, at \$360 each.....	720

2 messengers, at \$360 each	\$720
2 pages, at \$240 each	480
2 charwomen, at \$180 each	360

The increase of salaries asked for:

Librarian	\$500
Children's librarian	120
Assistant	120
Cataloguer	100
Stenographer and typewriter	00
	<hr/> 900
	<hr/> 8,940

CHANGE OF LIBRARIAN.

With the close of the last fiscal year the term of office of Mr. Weston Flint, the first public librarian of Washington, ended, Mr. Flint announcing that he would not be a candidate for reelection.

In connection with Mr. Flint's retirement the library trustees passed the following resolutions expressing their warm appreciation of his services in the development of the library:

Whereas Mr. Weston Flint, librarian of the Washington Public Library, has declared to the trustees of the library his determination not to be a candidate for reelection to that office for the ensuing year;

And whereas Mr. Flint participated as a public-spirited citizen in the movement to establish the Washington Public Library, served as trustee in the preliminary stages of library development, and became the first librarian, in this capacity contributing materially to the accomplishment of the task, often discouraging but finally successful, of bringing the library to a condition of widespread popularity and great public usefulness; now, therefore, be it

Resolved by the trustees of the public library, that the board place on record hearty and grateful appreciation of Librarian Flint's faithful and efficient labors in connection with the creation and upbuilding of the Washington Public Library, and tender to the retiring veteran best wishes for his continued health and prosperity.

Resolved, That this resolution be entered upon the minutes of the library trustees and that the secretary transmit a copy of the same to the retiring librarian.

As Librarian Flint's successor, Mr. George F. Bowerman, librarian of the Wilmington Institute Free Library, of Wilmington, Del., was unanimously chosen by the trustees. He was indorsed by a number of leading librarians of the country as being in the front rank of the young and progressive members of his profession.

DEVELOPMENT IN LIBRARY'S CREATIVE STAGE.

The administration of the first librarian covers what may be termed the creative stage of the library. It is gratifying and encouraging to all friends of the institution to note what has been accomplished in this period.

The Public Library was opened for registration December 16, 1898, and the first books were issued January 10, 1899. The growth in number of books in the library is indicated by the following figures:

	Volumes in library.
January 10, 1899	12,000
June 30, 1899	16,650
June 30, 1900	18,940
June 30, 1901	22,811
June 30, 1902	33,566
June 30, 1903	53,621
June 30, 1904	71,025

The average daily circulation of books has been as follows:

	Daily average issue.
In 1899.....	393
Year ending June 30—	
1900.....	402
1901.....	404
1902.....	491
1903.....	741
1904.....	906

The library force has increased as follows:

	Em- ployees.
1898-1899.....	3
1899-1900.....	4
1900-1901.....	7
1901-1902.....	13
1902-1903.....	29
1903-1904.....	35
1904-1905.....	39

The following table shows the appropriations in detail for each year:

	1904-1905 (39 em- ployees).	1903-1904 (35 em- ployees).	1902-1903 (29 em- ployees).	1901-1902 (13 em- ployees).	1900-1901 (7 em- ployees).	1899-1900 (4 em- ployees).	1898-1899 (3 em- ployees).
Librarian.....	\$2,500	\$2,500	\$2,500	\$1,600	\$1,600	\$1,600	\$1,600
Assistant librarian	1,000	1,000	1,000	900	900	900	900
Assistants at \$720	(3) 2,160	(2) 1,440	(2) 1,440	720	720	720	720
Assistants at \$600	(3) 1,800	(2) 1,200	(2) 1,200	(2) 1,200	600	600
Assistants at \$540	(3) 1,620	(3) 1,620	(2) 1,080
Cataloguer at \$900.....	900	900	900
Cataloguer at \$720.....	720	720	720	720
Cataloguer at \$600.....	600	600	600	600	600
Cataloguers (temporary) at \$540	(3) 1,620	(3) 1,620	(3) 1,620
Stenographer and typewriter .	720	720	720	600
Attendants at \$480.....	(2) 960	(2) 960	(2) 960	480
Attendants at \$360.....	(4) 1,440	(3) 1,080	(2) 720	(2) 720	360
Messengers at \$360.....	(2) 720	360	360	360
Pages at \$240	(4) 960	(4) 960
Janitors at \$480	(2) 960	(2) 960	(2) 960	480	480
Engineer	900	900	900
Fireman.....	540	540	540
Workman	480	480	480
Charwomen at \$180.....	(4) 720	(4) 720	(4) 720
Total pay roll	21,320	19,280	17,420	8,380	5,260	3,820	3,220
In purchase of books	5,000	5,000	5,000	1,000
Binding	3,000	3,000	3,000	2,500	1,500
Contingent expenses	6,000	9,000	9,000	3,500	3,500,	3,500	3,500
Total appropriation	35,320	36,280	29,420	19,380	11,260	7,320	6,720
Deficiency appropriation, Feb- ruary 14, 1902:							
Books	40,000
Temporary cataloguers.....	1,620
Total appropriation for 1901-1902.....	61,000

Thus within the five and a half years of the formative stage of the library the number of volumes has increased from 12,000 to more than 70,000; the number of employees from 3 to 39; the rented, over-crowded library building of 1899 has been replaced by the attractive and spacious structure of marble, costing \$375,000 and donated by Mr. Carnegie.

Public Library District of Columbia, 1904.



LIBRARY

VIEW.

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In respect to books, building, and reasonably adequate maintenance the library is fairly on its feet and is in shape to expand into steadily increasing usefulness to the community.

INCREASE THE LIBRARY'S USEFULNESS.

The main problem now is to render the books of the library most accessible and most beneficial to all the people of the District.

The special, characteristic, and exclusive features of the library are to be primarily fostered. In its circulating feature, in its children's room and school work, and in its open-shelf room it fulfills functions not shared by the Library of Congress, and special attention is to be given to these departments and to their wise development. Increase of book circulation is to be sought by the establishment at suitable points of substations. The use of traveling collections not only in the schools, but for firemen, policemen, and others is to be encouraged.

A slight increase of force will permit the partial opening of the library on Sunday and legal holidays, when the reading rooms will be most useful.

The library was created for the special benefit of the workingmen, school children, and Department clerks. It is the people's library. It is now for the people to make the greatest possible use of it, to suggest books for purchase, to enjoy its reading room and reference library, to utilize its open-shelf rooms, to draw books for profitable home reading, to see that the children of the family enjoy and profit by the facilities of the children's room, and to increase its value as an adjunct of the schools.

CONTRAST IN LIBRARY CONDITIONS.

The people of the District in 1904 will not forget the benefits which have accrued to them through the events of the creative stage of the public library, and will not fail to appreciate the sharp contrast in library facilities between their present condition and that which prevailed before the organized public library movement took its start at the capital in 1894.

In that year the Board of Trade committee on public libraries (of which the president of the board of library trustees was then chairman) made a report to the Board of Trade which showed the strength and unanimity of the demand for a local public library, and demonstrated the capital's painful lack of library facilities.

This report disclosed a special need on the part of the school children, Department clerks, and workingmen of the city, and a general need on the part of the entire community. It said:

To meet the absolute necessity of books as working adjuncts in the public schools small libraries have been formed in connection with some of the buildings, and the high school has a very creditable collection. But to complete and perfect its educational system, already so admirable, by adding the people's free university to the free school, Washington absolutely needs the proposed public library as an aid to the development of intelligent men and woman, the good Americans of the future, the pillars of the Republic. Its creation is demanded in the name of the 63,000 children of school age in the District, and especially in the name of the 33,000 of this number who are over 12 years of age.

Investigation of the Departmental libraries shows that a very large percentage of their 300,000 volumes is composed of technical books and books of reference, which have a direct bearing on the work of the Department which possesses them; that

there are only between 20,000 and 30,000 volumes suitable for a general circulating library, and these are confined mainly to three Departments. The Interior Department, with 10,000 volumes, and the War and Treasury Departments, with 5,000 volumes each, possess nearly all these books. The clerks in the Departments which have no libraries need and demand them, and the favored Departments need a wider range of reading material than the small collection at the disposal of each provides. There are, in round numbers, about 20,000 persons residing in Washington who draw salaries from the Government. Many of these represent families and the number of readers in this Government constituency can therefore be estimated only by the customary multiplication of the number of Government employees. In the name, also, of this numerous and book-loving element of the population the creation of the proposed local library is demanded.

Last, but not least, comes a powerful appeal from the District workingmen. Sometimes, in view of the notable absence from the capital of dirty, noisy factories, which would tend to reduce the city's attractiveness as a place of residence, the question is raised, "Is there any such individual as the District workingman?" The census of 1890 discloses the fact that, while it is the policy of the capital to encourage only light and clean manufacturing, like that of Paris, over 23,000 adults were engaged in the District in lines of work which are classed as manufactures, omitting from consideration entirely all the other numerous forms of labor. Nineteen thousand of these are engaged in purely local industries. Over 4,000 are discovered to be in Government employ, mainly in the Government Printing Office and the Bureau of Engraving and Printing. It appears from this report that there were in 1890 in the District 2,300 manufacturing establishments, with a capital of \$28,876,258, paying in wages \$14,638,790, using materials costing \$17,187,752, and with products of the value of \$39,296,259.

To the census figures must be added the thousands of workingmen engaged in other lines of work not classed as manufactures, and then this number must be multiplied, since many are the heads of families, to ascertain the number of readers, and, in behalf of this great multitude of people, a free lending library and night reading room are now demanded.

While attention has been called to certain elements of the population as standing in special need of library facilities, it is to be remembered that only a small fraction of all the people in Washington have the leisure to utilize and enjoy a public library during daylight hours, so that practically a whole city of 250,000 inhabitants makes this appeal.

After showing who needed the Washington Public Library, the report sketched the library conditions of 1894 and demonstrated the infinitesimal extent to which this library need was then met. It said:

According to the statistics there are much more than a million books in the semi-public libraries of Washington, about a twentieth of all in the Republic, and when these have been apportioned among the citizens after the methods of statisticians it appears that the District workingman has fourteen times as many public books as the average American, and the only difficulty is that he can not possibly make any use of them whatsoever.

The resident in the more elevated sections of Washington who could get no water on the upper floors of his house, and very little on any floor, saw countless gallons wasted in the Departments, in fountains and otherwise, and learned from statistics that he and the other citizens were, in per capita average of gallons daily used, among the largest consumers of water in the country. The population of the capital, credited with fourteen times their due proportion of books and without a single available lending library with reading rooms open at night, without even the command of books enjoyed by the working people of little Northern and Western towns, detect a similar mockery in the library statistics. No satisfactory substitute either for actual water or actual books is furnished by complimentary statistics.

The Department libraries at the capital contain nearly 300,000 volumes, accessible only to a few employees of the Government, and closed to them early in the afternoon. The vast wealth of reading matter in the Congressional Library is practically out of reach of the workingmen and school children, owing to the hours of opening and closing and the conditions placed upon the enjoyment of its privileges. Not one of the great Government collections is open in the evening, when alone the great mass of the people can use the books. There are 52 libraries in the District, each containing over 1,000 volumes, and not one of them is a free lending library, with a reading room open at night for the benefit of the general public. *Such an institution is the most urgent need of the national capital. Viewing this*

ocean of more than a million books, spread tantalizingly before them, the workingmen, the school children, the Government clerks, the great mass of the citizens of Washington, thirsty for the knowledge which comes from reading, may well exclaim, with the Ancient Mariner, "Water, water, everywhere, nor any drop to drink."

Within the ten years since 1894 and as the result of the library movement then started, what a wonderful improvement in conditions has been effected through the creation of the Public Library and the popularizing of the Library of Congress.

The workingmen, the school children, the community in general, then without a single free lending library, have now the Public Library, built upon the firm foundation of tax maintenance provided by law, a circulating collection for the people's use, with its magnificent building and its 70,000 volumes, a number to be augmented steadily not only by appropriations and donations but by transfers from the departmental libraries and that rich storehouse of literary treasure—the great reference collection of the Library of Congress.

Then there was not anywhere in the District a reading room open at night. Everything in the shape of a library closed tightly at 4 o'clock. Now the people can enjoy the reading rooms and reference library of the Public Library on week days until 10 o'clock at night. The Library of Congress is open not only at night, but on Sunday; and the Public Library may soon be expected to so develop and to be so equipped with an adequate working force as to have its reading rooms open on Sunday also. The new facilities supplied by the Public Library have been acquired and Washington's book resources of ten years ago have been rendered more available for use by the public. The farce of maintaining a reference library accessible only at times when the mass of the people are unable to enjoy it is no longer performed.

Thus the community which in 1894 was so conspicuously and discreditably lacking in both circulating library and reading and reference room facilities is now, through private beneficence and public spirit and wise legislation in 1896, 1898, and every year since that date, notably well supplied in both respects, with the prospects of additional benefits soon to be enjoyed.

For the nation, having developed at the capital the reference library facilities in the Library of Congress so that they accomplish the most possible for the public good, will doubtless pursue the same policy of enlarging the usefulness of the books adapted for popular circulation. To this end it will, in fulfillment of the Congressional pledge, supply adequate and creditable maintenance for the capital's lending library on Mount Vernon square, and through this medium will place before the people of the Republic for their enjoyment and educational improvement all of the circulating books at its command, whether in the Library of Congress or the Departmental libraries. Thus, through wise legislative and executive action, will the Library of Congress and the Public Library perfectly supplement each other, as reference and circulating collections respectively, for the public benefit in the manner dictated by sound economy and practical wisdom. The nation's reference books have been thrown open to the people on Sunday as well as on week days, at night as well as by day. Its books suitable for circulation—including even the duplicates held under the copyright law—will not forever be denied to the petitioning and clamorous public.

The Library of Congress, once so restricted in its uses as to be almost valueless to the public, has developed and expanded into the true National Library. It is no longer merely Congressional but is National. It has been magnificently housed and is adequately maintained on the national basis as the library of the American people. All the books of value within it of every description whatsoever will doubtless eventually be rendered fully available for the people's use.

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

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Public Library District of Columbia, 1904

DELIVERY ROOM, MAIN FLOOR.

REPORT OF THE LIBRARIAN.

WASHINGTON, D. C., *August 10, 1904.*

GENTLEMEN: I submit herewith the annual report of the work of the library for the year ended June 30, 1904.

In explanation of many of the statistics which seem to show a decrease in the activity of the library, entirely inconsistent with the opportunities of a new building and increased appropriation, the very disadvantages of beginnings must show themselves. The building itself was completed and then redecorated in the interior. Besides imperfections in the furnishing, which required the removal and replastering of the ceilings of the larger rooms, the work of painters and decorators disturbed a proper use of the reading rooms, which were for two months closed to the public. Without any such delays in a continuous use, it is evident that the patronage of the library could have been easily enlarged.

CIRCULATION OF BOOKS.

During the year 278,178 books were issued for home use, an average of 23,182 volumes a month. This makes a total increase of 63,927 volumes over last year, and an average monthly increase of 5,327. The following table (A) shows the circulation by months and the number of books of different classes drawn by readers:

(A)—*Circulation, by months and classes, from July 1, 1903 to June 30, 1904.*

||||| ||||| |||||

||||| |||||

Library open 307 days, 1903-4.

The average number of books in the library throughout the year was 61,554, which means that the entire circulation was about four and a half times the contents of the library. For 307 days during the year

the library was open for use, with an average daily issue of 906 books, which is an increase of 168. The largest daily circulation, 1,876, on February 20, 1904, and the smallest, 262, on December 24, 1903, are both in excess of last year's record. March, as has been usual for four years out of six, was the month with the largest circulation. The monthly totals have been more stable—variations of only 9,000 as compared with nearly 20,000 for 1902-3.

The use of fiction has increased 2.6 per cent (including juvenile books), until it is at present 83.7 per cent of the total circulation. No doubt the popular aversion to the use of the typewritten catalogue explains, in part, this large proportion of fiction in the circulation, because in the open-shelf room fiction is accessible, and many prefer to pick out a storybook where their choice is visible rather than trouble themselves with the educative card catalogue. This aversion can hardly be due to anything but unfamiliarity with the catalogue—the complaint that so intricate a system can not be readily understood without much trouble and a waste of time which might otherwise be spent in actual examination of books themselves, in which latter way a choice might be made with discretion. Of the two classes of readers, those who come for a book or books whose titles and authors they know, and those who come for some book or books, and who, from a variety of desires, are well satisfied only when they have handled volumes, the former are, for the most part, familiar with the card catalogue, and the latter should be earnestly counseled to acquaint themselves with it, to try its value; for, whatever other doubts there may be about the “closed-shelf” system, it is hardly to be doubted that the intelligent use of a competent card catalogue profits both reader and attendant.

FINANCIAL STATEMENT OF COLLECTIONS.

The receipts for fines, duplicate collection, books lost, and other items amount to \$2,215.84, an increase of \$321.81. The detailed statement is shown in the following table:

(B)—*Monthly statement of fines, etc., from July 1, 1903, to June 30, 1904.*

	1903.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Fines	\$114.88	\$81.14	\$96.42	\$143.04	\$139.24	\$143.20
Duplicate collection	39.00	27.90	19.40	37.80	73.30	74.50
Books reserved	1.42	1.08	.94	1.28	1.22	1.10
Books lost and injured.....	3.97	4.90	1.40	3.73	.98	2.50
Reissued cards.....	1.80	2.00	3.40	2.80	2.50	3.40
Total.....	161.07	117.02	121.56	188.65	217.24	224.70

	1904.						Total.
	Jan.	Feb.	Mar.	Apr.	May.	June.	
Fines.....	\$125.52	\$105.80	\$143.46	\$154.44	\$157.16	\$139.06	\$1,543.36
Duplicate collection.....	73.30	43.50	54.20	49.10	47.90	37.05	576.95
Books reserved	1.76	2.00	2.70	1.98	1.58	.86	17.92
Books lost and injured.....	1.55	2.80	2.85	3.79	1.87	6.97	37.81
Reissued cards	4.50	5.20	5.50	2.90	1.80	4.50	40.30
Total	206.63	159.30	208.71	212.21	210.31	188.44	2,215.84

The average monthly collection of \$184.63 is an increase of \$26.71 over last year. The largest monthly income was that of December, 1903 (\$224.70), and the smallest in August, 1903 (\$117.02). In the income from reissued cards the increase was \$36.40. The money received from the duplicate collection was slightly less than that of last year, owing to the largely increased number of books in the open-shelf rooms and in the stacks.

REGISTRATION.

There are at the end of the year 33,988 card holders drawing books from the library. As the following table makes evident an addition during the year of 4,393, this number represents only those who are actual users of the library.

(C)—*Registration table, July 1, 1903, to June 30, 1904.*

Number of card holders June 30, 1903.....	29,595
Additions:	
New issues	6,854
Reissues	588
Total	7,442
Reference cards	946
Number of cards issued.....	8,388
Deductions:	
Expired to date	2,870
Left town	136
Deceased	43
Total	3,049
Net registration	4,393
Number of card holders June 30, 1904	33,988
Average registration per day.....	25
Lost cards:	
Reported lost	984
Duplicates made	507
Duplicates charged	403
Duplicates not charged	104
Amount realized	\$40.30

In reality the number of library cards issued has been 8,388, reduced to 4,393 by the number of cards which have been abandoned by expiration of registration or by death or removal from the city of the holders. The number of duplicate cards, 946, issued for nonfiction is evidence of the desire of readers for an enlarged use of library facilities.

The hours of registration have remained unchanged, and the daily average is slightly decreased. The reading public which uses the library may be estimated, under one great condition, at 70,550, which is the sum of the registered borrowers and of those who have used the reading room; the condition being the possible coincidence of borrower and visitor to the reading room. Even without a reduction because of this condition, such a number does not represent the people of the District who ought to know and use the library.

BINDING.

During the year 4,859 books and 266 volumes of periodicals have been bound. This is an increase of 1,025 over last year. There is still quite a collection of periodicals and other publications among the gifts to the library yet unbound, but these are being reached as fast as possible. The number of books worn out, lost, etc., during the year was 1,538.

It is gratifying to note that the library has a bindery of its own nearly ready for use. The large room in the eastern end of the basement has been fitted up with the necessary benches and tools complete, and in a few weeks the work can all be done in the building, thus preventing the risk of loss from having valuable books sent out to buildings where danger of fire is great. While the present system of binding by contract continues, arrangements can be made with those doing the work to use the rooms in the building.

CATALOGUE DEPARTMENT.

For the greater part of the year the work of accessioning, classifying, shelf-listing, and cataloguing has been done by five people, who prepared for circulation 17,404 volumes and wrote 26,083 catalogue cards. The following table (D) shows the work done in this department month by month.

(D)—*Monthly statement of books and catalogue cards added July 1, 1903–June 30, 1904.*

	New catalogue cards.	Books added.
1903.		
July.....	2,865	513
August.....	1,604	408
September.....	1,771	925
October.....	2,854	1,603
November.....	1,488	852
December.....	1,851	1,149
1904.		
January.....	1,984	2,257
February.....	2,411	1,442
March.....	1,852	3,079
April.....	2,472	2,146
May.....	2,047	1,839
June.....	2,894	1,196
Total.....	26,083	17,404

Constant revision has been necessary to keep the cards in accord with new forms and subjects. Separate catalogues, with at least 6,000 cards, have been prepared for French literature, fiction, and poetry, and for German, Italian, and Spanish books in the library. The 26,083 new cards have been copied on the typewriter and filed in the duplicate catalogue for the use of the public. Again, a second duplicate is recommended for the children's room, where the younger readers may learn through it, as well as through contact with their own books on the shelves, the ways of the library.

Early in the year a deposit station was established here for the catalogue cards printed by the Library of Congress. Those already received, 120,000 (the number printed during the last four years), have been alphabetized and placed on file in a special room. In addition, the



Public Library District of Columbia, 1904.

CHILDREN'S ROOM, MAIN FLOOR.

library receives weekly a package of the cards of books catalogued during the previous week at the Library of Congress. Thus, in time, the Public Library will offer besides its own catalogue a complete catalogue of the Library of Congress, an addition of inestimable comparative value to the library and the public.

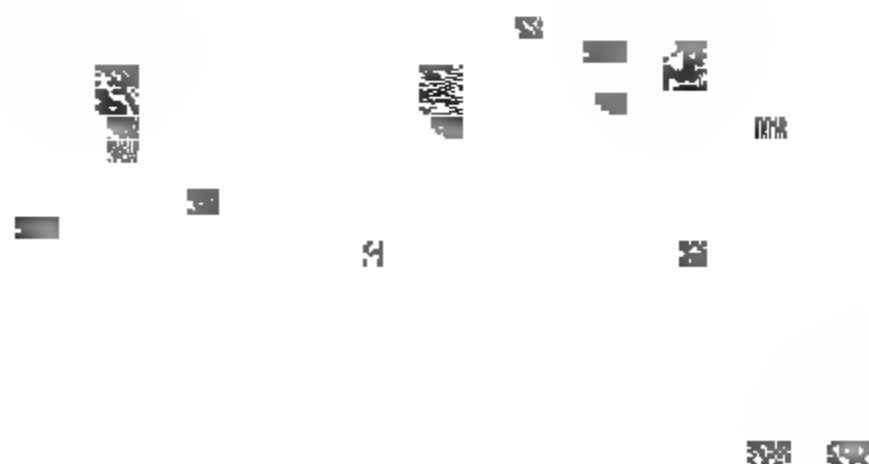
ORDER DIVISION.

The system of ordering books has been simplified and carried out with more exactness and detail the past year, and a very careful supervision over all the work has been maintained. In the early formation of a library the selection of standard works is easy, but later the necessary care of making proper choice increases the labor. Although not quite so many books were purchased as the previous year, the accessions were 17,404. The total accessions to the end of the year were 71,026. An entirely new plan of ordering books was arranged between the librarian and the auditor of the District by which there was simplification of details, although some time was required to make the adjustment satisfactory. The delay caused by this new plan explains the slight decrease in the result of the year. One feature of ordering books has been the attention given to requests for the purchase of books by readers, all of which have been considered and a large proportion of them purchased.

CHILDREN'S ROOM.

Owing to limited force, it has been impossible to open the larger room for the children in the basement. All the arrangements for use have been completed, tables, chairs, and shelving around the entire room, which measures 50 by 60 feet. The attendance, as was stated in the last report, has not been so large as it might be under the rule excluding children under 12 years of age from the use of the room. The plan of making the rule depend upon grades in schools or some degree of education rather than mere age is suggested. The larger room may make the change easier in the near future. The following table (E) records for the first time the circulation of juvenile books by classes:

(E)—Circulation, by months and classes, from July 1, 1903, to June 30, 1904.



Juvenile circulation was not kept (by classes) until August, 1908.

The attendance for eleven months during which statistics were kept was 53,148, a daily average of 194. The proportion of fiction issued was 83 per cent, an increase over the last year of 5 per cent. Among children's books which are classified under "Philosophy and religion," of which 332 were issued, are titles such as "A Primer of Right and Wrong," "Character and Conduct," Bulfinch's "Age of Fable," "Stories from the Old Testament," and "Sunday Reading for the Young."

Additions have been made to the library of over 1,000 juvenile books, some of them recently published, most of them duplicates or new editions of the best and most popular volumes already on the shelves; for the children, fortunately, and unlike their elders, do not clamor for new books. It seems almost impossible to supply the demand for Grimm's fairy tales and for Lang's collections, the Red, Blue, Green fairy books. Louisa Alcott's books are "always out," and among the nonfiction many duplicate copies are required of Longfellow's Poems, Beard's Handybooks, Hill's "Fighting a Fire," "Careers of Danger and Daring," by Moffatt, Coffin's "Boys of '76," Brooks's "True Stories" of Washington, Lincoln, Grant, etc., and Baldwin's "Old Greek Stories."

A terrestrial globe has been acquired for reference and is frequently consulted by boys in particular. Its instructive powers might well be increased if there were more opportunity for individual attention given to the children. Every effort has been made to assist them by special lists of books for Thanksgiving, Christmas, Washington's Birthday, Decoration Day, Flag Day, and the Fourth of July; by the Perry and Cosmos pictures, of which five or six hundred have been secured, including portraits of famous men, pictures of the places of their birth, death, and achievements, scenes from history, copies of famous paintings, colored plates of birds, butterflies, and flowers, and a set of forest-tree pictures—24 sheets, representing so many trees, with three sections to each sheet, one picturing the whole tree, another a section of the trunk, and the third a leaf or spray of leaves. All these pictures are to be mounted on cardboard, to be exhibited at appropriate times on bulletin boards, and to be kept on file where they may be readily referred to. With such efforts in the furnishing of facilities and with a continued spirit of personal service for the children—by themselves and yet in relation to their future use of the library's greater storehouse—the privileges of the children's room become a significant part of the "University for the People."

READING AND REFERENCE ROOM.

The hopes for the continued usefulness of the reading room, which were expressed in the report for last year, have been attained to a good degree. The attendance has been large, and on the study side of the room a great deal of serious work has been done which can not be shown in any table. Verifications have been made of considerable consequence, and in some departments students have come with regularity to carry on work for which this room furnished more complete facilities than they could easily obtain elsewhere in the District. Such serious work should be developed and encouraged, even before the special study rooms are opened; for it seems probable that here can be provided opportunities for study and research that can not be had

Public Library District of Columbia, 1904.

READING AND REFERENCE ROOM, MAIN FLOOR.

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otherwise in Washington. The following table (F) shows the number of visitors for each month, the number of days in which the room was open, and also the days of largest and smallest attendance in each of those months. From this table it will be seen that the largest number of visitors on any one day was 285 on the 16th of April, and the smallest 66 on the 14th of October. The total number of visitors accounted for was 43,799.

(F)—*Reading-room attendance, July 1, 1903, to June 30, 1904.*

Month.	Highest.		Lowest.		Average.	Days open.	Total.
	Day of month.	Number.	Day of month.	Number.			
1903. ^a							
July	14	120	3	106	149	26	3,874
August	29	232	3	92	156—	26	4,080
September.....	4	232	17	113	175+	25	4,465
October.....	7	235	14	66	188+	7	1,313
1904.							
January	9	235	29	125	180+	24	4,331
February	18	258	25	112	199+	24	4,780
March	12	294	14	182	223+	27	6,018
April	16	285	8	157	214+	26	5,552
May	20	254	12	147	189—	25	4,720
June.....	10	230	18	129	179+	26	4,666
Total						236	43,799

^a Closed during November and December.

Thus, there was an average monthly attendance of 4,379 and a daily attendance of 185.

Of library books not in the reading room there were called for from the stacks and used in the room during the year 4,850, a monthly use of 485 and a daily use of 18.

The school use of the reading room has been encouraging, notwithstanding its enforced closing at a time when it would have been most useful. This patronage must continually grow greater, for students in the colleges, as well as pupils in the high and grammar schools, will find increasingly that here is their best study room. The teachers themselves should know the resources of the library and its power to satisfy their reasonable demands; they should feel at liberty to suggest for purchase books which may be of real utility in their work, and which on account of cost or rarity the school libraries can not be expected to provide.

That so large and varied an assortment of reference works is here easily accessible, and that the collection is so complete in the departments covered by it and fresh in the material provided, has been frequently remarked and appreciatively commented upon by readers. It is hoped that this reputation thus early acquired may be retained, as the collection of reference books is made of increasing value to students and inquirers.

DUPLICATE COLLECTION.

This collection has been so fully explained in former reports that little further need be said. Many readers prefer to pay a small weekly sum to secure at once a new book of fiction. These extra books when thus paid for go into the regular collection on the shelves and circu-

late free. During the year 440 books have been added to this collection. The increase in the number of books in the library during the past two years has made it possible to have more copies of certain popular books on the open shelves, and this privilege has been used very generally. As the duplicate collection was introduced solely for the benefit of the public it was not desired that the fees resulting from its use should be a matter of revenue, only so far as was absolutely necessary. In June the weekly fee for a book was reduced from 10 to 5 cents, or less than a cent a day. This small account requires the books to circulate longer before being transferred to the open shelves, but it is thought to be well for the growth of the library.

LIBRARY FORCE.

The force in the library has been steadily increased year by year, but never up to the needs of the enlarged work required. The present number is now 39, only 4 more than the previous year.

The appropriations for salaries for 1904-5 is \$21,320, an increase from \$19,780. The steady growth of the library demands an increase of service, and this demand should be promptly met to secure the best results in the use of the library by the public. There should be taken into consideration the fact that the salaries in this library, for the same grade of work, are only about two-thirds of those in the various Departments of the Government and in the Library of Congress. The result is that people trained in this library when best for work are taken away by offers of better salaries. Whenever possible, persons have been selected who were specially fitted for positions in the library requiring higher educational qualifications. In the cataloguing division, with books in various languages, those familiar with modern languages have been assigned to this work. In a city like Washington there are many temporary foreign residents who draw books, and it has been found almost indispensable at the delivery desk to have assistants who are not only familiar with French, German, and Spanish, but who can converse with the readers in these languages. There are four assistants in the circulating department who are thus qualified, and the privileges thus afforded have been warmly commended by the patrons of the library.

In the estimates already sent to the board of trustees the amounts asked for last year have been somewhat increased as the needs of the library constantly increase, and as the trustees' report includes a complete statement of these items it is not necessary to tabulate them here. The need of the circulating department is specially considered, owing to the separate divisions, including the children's room, all requiring more service. Ten persons are mentioned in the care of the building alone and there is asked a slight increase in the cataloguing force and a few assistants in the higher grades, and some additional attendants and pages at moderate salaries.

ESTIMATES FOR BOOKS, BINDING, AND CONTINGENT EXPENSES.

The collection of books, now over 70,000, makes it less necessary to have very large appropriations, but the estimate for last year is continued. The special appropriation of \$40,000 will soon be exhausted *and until the library has at least 100,000 volumes liberal purchases*

Public Library District of Columbia, 1904.

LOBBY, SECOND FLOOR.

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should be made. The estimate for binding, contingent, and miscellaneous expenses is likewise continued the same:

Appropriation—	Asked for.	Appropriation last year.
For binding.....	\$3,000	\$3,000
For fuel, lighting, postage, fitting up building, and other contingent expenses.	6,000	6,000
For purchase of books.....	10,000	5,000
Total.....	19,000	14,000

SPECIAL GIFTS TO THE LIBRARY.

The largest gift to the library during the year was a special trust fund of \$1,000, a permanent endowment from the Woman's Anthropological Society of this city. The gift is in the form of bonds drawing 5 per cent interest, and the donors request that the income from this fund be used for the purchase of books and periodicals upon anthropology. The directors of the society have also transferred all the books in their library to the Public Library. The only other money donation was \$100, interest on the Henry Pastor Memorial Fund, from Hon. James T. DuBois.

The Choral Society of Washington has deposited its whole collection of music for reference and use by musicians. The United States Patent Office transferred 258 books under the late act of Congress, and the Department of Commerce and Labor sent 77 volumes under the same act. The Chemical Society of Washington has donated 41 books from its collection. Persons giving 50 volumes or more are Mrs. Ella Longfellow, 76; Hon. George B. McClellan, 50; Mrs. W. E. Waters, 100; United States Superintendent of Documents, 57; Mrs. John T. Arms, 54; W. C. Dodge, 113; Jane J. Willett, 101; J. D. Morgan, 55; Henry J. Gensler, 204; Evening Star Newspaper Company, 273.

The full list of gifts will be found in the appendix, which shows the number of donors of miscellaneous books to be 131; number of volumes given, 1,890; pamphlets, 1,944; and periodicals, 2,597.

LIBRARY STATIONS.

No provision having been made by law for the establishment of branch libraries, the duty of making the central library as complete as possible, before taking up other work, has made it impracticable to do much more than look over the field and see what is needed. It was thought feasible in December, 1903, to make an experiment in establishing a station for the circulation of books in connection with the Neighborhood House, No. 456 N street SW.

The difficulty in doing this work arises from the fact that the force in the main library is barely sufficient to do its own work, hence persons can not be assigned for such duty. In the case of the Neighborhood House, Mrs. Bertha B. Shaw, a trained librarian, offered to give her services certain hours each week, and it was decided to make a trial. Some 300 books from the library were sent down from time to time and exchanges made weekly. The House has a small library of its own which was used in connection with the books of the Public Library, and the methods in use in the library were adopted as to all

new books, cataloguing, shelf listing, and the issue of the books, as well as the arrangement for granting reader's cards through application at the House. Of course the circulation has been limited, but the report from those interested in the work shows that the results have been beneficial to the whole section around the Neighborhood House. The room has been kept open for circulating books each Saturday from 2 to 5 p. m. for the children, and from 1.30 to 9 p. m. for adults on Monday.

The managers of the House state that in October they will have persons qualified to manage the details as is done in the library, and if these assistants are furnished it will not be difficult to continue the work. The following table shows what was done for the six months:

(G)—*Neighborhood House: Circulation, by months and classes, January to July.*

	January.	February.	March.	April.	May.	June.	Total.
Biography.....		1	3	2	4	1	11
History and travel.....	17	32	17	3	17	6	92
Social science.....					1		1
Natural science.....		4	4	2	3	1	14
Useful arts.....		4	2		4	2	12
Recreation and fine arts.....			1		3	1	5
Literature.....	1	2	10	15	12	7	47
Fiction.....	164	218	207	215	185	134	1,123
Total.....	182	261	244	237	229	152	1,305

Registration, December 24, 1903, to July 1, 1904, 188.

Preliminary plans have been made by which the fire stations of the District fire department shall be supplied with traveling libraries, for which they have asked the library, and which have been most successfully conducted by other public libraries as a part of their branch system. It is hoped that each of the 26 stations in the District will be furnished with a set of such books as they desire, which can be circulated from station to station throughout the year. The interest displayed by Chief William T. Belt in the formation of such a system and the praise with which it has been received elsewhere are encouragements to the adoption here of a larger branch-library system which shall include fire houses and police stations, missions, and hospitals.

Requests have been received from all the high schools of the city for the purchase of special collections of books to be deposited in the schools as may be required. The collections desired include several copies of works needed in connection with the courses of studies pursued, and are composed largely of history. Suggestions have also been made as to the need in the manual training schools in the same manner. All these supplies of books can be furnished without great expense to the library.

ADDITIONS TO THE LIBRARY.

Among the additions to the library has been the securing from Mr. James T. Hood his special collection of maps of the District of Columbia and the site of Washington, from the establishment of the capital here to the present time. They number some 126 in all, many

Public Library District of Columbia, 1904.

LECTURE HALL, SECOND FLOOR.

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of them quite rare. Among the list is a map formerly belonging to Robert Morris, upon which are many notes written in his own hand.

Another interesting work is an extra illustrated copy of the Report of the Celebration of the One Hundredth Anniversary of the Establishment of the Seat of Government in the District of Columbia. These illustrations make four large quarto volumes, and were prepared by Mr. Lewis S. Hayden, of this city. These volumes make a beginning to the collections of historical matter relating to the District, which it is hoped will be increased each year until the data in the library for making historical research in local matters shall be as complete as possible.

The foregoing report concludes a service of six and a half years' work from the organization of the library in 1898 to the present time. The result of the efforts of these years can be realized by the contrast between the years of beginning in a small rented building on New York avenue, with a small library of some 10,000 books, most of them old, and with a working force of only 3 persons and a total yearly expenditure of \$6,720, and the present magnificent library building on Mount Vernon square, costing \$375,000, well equipped with all the modern library appliances, and with a library of over 70,000 volumes, largely new and well selected, and having a force of 35 persons and with an annual expenditure for all purposes of about \$43,000. With so much already accomplished in these few years of the library's existence, it is confidently expected that the usefulness of such an institution will increase with its steady growth in all the years to come and will be the richest reward to all those who have labored to make this foundation of a noble institution for all the people a great success.

WESTON FLINT, *Librarian*.

The TRUSTEES OF THE PUBLIC LIBRARY.

List of scientific periodicals purchased by the Henry Pastor memorial fund.

[M., monthly; W., weekly; Q., quarterly.]

M. American Electrician.	W. Engineering Record.
W. American Architect and Building News.	W. Horseless Age.
W. American Gardening.	M. Ice and Refrigeration.
M. American Journal of Science.	M. Inland Printer.
W. American Machinist.	W. Iron Age.
M. American Naturalist.	M. International Bookbinder.
M. Art Amateur.	M. Marine Engineering.
M. Art Interchange.	M. Mines and Minerals.
Q. Auk.	M. Popular Science Monthly.
M. Brickbuilder.	M. Printing Art.
M. Carpentry and Building.	W. Scientific American.
M. Cassier's Magazine.	W. Scientific American Supplement.
W. Country Gentleman.	M. Scientific American, Builder's Edition.
W. Engineering.	M. Sibley Journal of Mechanical Engineering.
W. Electrical World and Engineer.	M. Street Railway Journal.
M. Engineering Magazine.	

List of periodicals purchased from book fund.

- | | |
|------------------------------------|---|
| W. Academy and Literature. | M. Literary World. |
| M. American Historical Review. | M. Little Folks (Cassino's). |
| M. American Monthly Magazine. | M. Living Age (Littell's). |
| Q. American Journal of Psychology. | M. Longmans Magazine. |
| M. Association Review. | M. Masters in Art. |
| M. Athenæum. | M. McClure's Magazine. |
| M. Atlantic Monthly. | M. Missionary Review of the World. |
| M. Birds. | W. Monde Illustre. |
| Bi-M. Bird Lore. | M. Munsey. |
| M. Blackwood's Magazine. | W. Musical Courier. |
| M. Bookman. | W. Nation. |
| M. Book News. | W. Nature (Paris). |
| M. Cassell's Little Folks. | W. Nature (London). |
| M. Catholic World. | M. National Geographic Magazine. |
| Q. Catholic University Bulletin. | M. New England Journal of Education. |
| M. Century. | M. New England Magazine. |
| M. Chambers' Journal. | W. New York Evening Post (Saturday). |
| M. Chautauquan. | W. New York Times (Saturday Review). |
| M. Colored American Magazine. | W. New York Tribune Review (Weekly). |
| W. Collier's Weekly. | M. Nineteenth Century. |
| M. Contemporary Review. | M. North American Review. |
| M. Country Life in America. | M. Notes and Queries. |
| M. Cornhill Magazine. | M. Outing. |
| M. Cosmopolitan. | W. Outlook. |
| M. Craftsman. | M. Out West. |
| M. Critic. | M. Overland Monthly. |
| M. Current Literature. | M. Photo-Miniature. |
| M. Cumulative Book Index. | M. Physical Culture. |
| M. Deutsche Rundschau. | M. Pilgrim Teacher. |
| M. Dial. | M. Plant World. |
| Q. Dublin Review. | M. Popular Astronomy. |
| Q. Edinburgh Review. | M. Psychological Review. |
| M. Education. | M. Public Libraries. |
| M. Electrical Age. | M. Public Opinion. |
| M. Engineer. | W. Publisher's Circular. |
| M. Frank Leslie's Magazine. | W. Publisher's Weekly. |
| W. Fliegendeblatter. | W. Punch. |
| W. Forest and Stream. | M. Reader's Guide to Periodical Literature. |
| M. Forum. | M. Review of Reviews. |
| M. Gartenlaube. | M. Review of Reviews (London). |
| W. Graphic. | Bi-M. Revue des Deux Mondes. |
| M. Harper's Bazar. | W. Science. |
| W. Harper's Weekly. | M. Scribner's Magazine. |
| M. Harper's Monthly. | M. St. Nicholas. |
| M. Harvard Illustrated Magazine. | M. Success. |
| Q. Hibbert Journal. | W. Sunday School Times. |
| M. House Beautiful. | M. Studio. |
| W. Independent. | M. Telephone Magazine. |
| W. Illustrated London News. | W. Times (London). |
| Q. Jewish Quarterly Review. | W. Ueber Land und Meer. |
| W. Journal Amusant. | W. Week's Progress. |
| Q. Journal of Pedagogy. | M. Westminster Review. |
| M. Journal of Germanic Philology. | M. Windsor's Magazine. |
| M. Kindergarten Review. | W. Woman's Home Companion. |
| M. Knowledge. | M. World To-day. |
| M. Ladies' Home Journal. | M. World's Work. |
| M. Library Journal. | W. Youth's Companion. |
| W. Life. | M. Library Association Record. |
| M. Lippincott's Magazine. | M. Library World. |
| M. Literature. | |
| W. Literary Digest. | |

Annual reports of libraries received during the year.

Donor.	Annual reports.	Donor.	Annual reports.
New York City, Aguilar Free Library .	1	Baltimore, Md., Enoch Pratt Free Li-	
Manchester, N. H., City Library.....	1	brary	1
Birmingham, England, Free Libraries.	1	Toronto, Canada, Toronto Public Li-	
Bristol, England, Public Libraries.....	1	brary	1
Chelsea, Mass., Fitz Public Library....	1	Salem, Mass., Salem Public Library...	1
Council Bluffs, Iowa, Free Public Li-		Marblehead, Mass., Abbott Public Li-	
brary	1	brary	1
Plymouth, England, Free Public Li-		Brooklyn, N. Y., Brooklyn Public Li-	
brary	1	brary	1
Springfield, Ohio, Warder Public Li-		North Adams, Mass., Public Library..	1
brary	1	Cambridge, Mass., Cambridge Public	
Erie, Pa., Public Library	1	Library	1
Pittsburg, Pa., Carnegie Library	2	Concord, Mass., Concord Free Public	
Rochester, N. Y., Reynolds Library....	2	Library	1
New Haven, Conn., Free Public Li-		Brockton, Mass., Public Library.....	1
brary	1	Detroit, Mich., Detroit Public Library.	1
Wilkesbarre, Pa., Osterhout Free Li-		Burlington, Vt., Fletcher Free Library	1
brary	1	Chicago, Ill., Chicago Municipal Li-	
Belleville, Ill., Belleville Public Li-		brary	1
brary	1	Bradford, Pa., Carnegie Public Library	1
Galesburg, Ill., Galesburg Free Public		Providence, R. I., Providence Public	
Library	1	Library	1
Cleveland, Ohio, Cleveland Public Li-		Taunton, Mass., Taunton Public Library	1
brary	1	Yellow Springs, Ohio, Antioch College	1
St. Louis, Mo., Mercantile Library		Philadelphia, Pa., Philadelphia City	
Association	1	Institute	1
Allegheny Pa., Carnegie Free Library.	1	Dayton, Ohio, Public Library.....	1
Wilmington, Del., Wilmington Insti-		Atlanta, Ga., Carnegie Library	1
tute Free Library	1	Manchester, N. H., City Library.	1
Danvers, Mass., Peabody Institute.....	1	Tokyo, Japan, Ohashi Public Library .	1
New York City, Mercantile Library...	1	Philadelphia, Pa., Free Library	1
Chicago, Ill., John Crerar Library....	1	Newark, N. J., Free Public Library....	1
Fall River, Mass., Fall River Library .	1	Lynn, Mass., Public Library.....	1
Syracuse, N. Y., Syracuse Public Li-		New Orleans, La., New Orleans Public	
brary	1	Library	1
Columbus, Ohio, Public School Library	1	Peabody, Mass., Peabody Public Li-	
Providence, R. I., Providence Athe-		brary	1
neum	1	Melbourne, Australia, Public Library	
St. Louis, Mo., St. Louis Mercantile		and Museums.....	1
Library Association.....	1		

List of donations, 1903-4.

Donor.	Books.	Pam- phlets.	Period- icals.
Kepler Hoyt	2		25
United States Department of Agriculture.....	5	14	
The Shakespeare Society, Philadelphia, Pa.....		1	
George N. Leech	21	2	203
Charles S. Carter	1		
Mrs. Fanny Birch	17		
Surgeon-General, U. S. Army.....	3		
Harper & Brothers	1		
Albert E. Pillsbury.....	1		
George B. Martin.....	2		13
Andrew M. Allen	1		
Colombo Museum	1		
State Department of Labor, Albany, N. Y.....			1
Miss E. Doherty	14		
T. L. Cole.....			28
Georgia Experiment Station	1		
Secretary of state, Austin, Tex	3		
Robert Schwickerath.....	1		
Frank L. Stickney.....		2	
Mrs. Harriet S. Stuart.....		2	
Mrs. George C. Husman.....		1	
Miss V. MacFarland	1		
Miss Fannie Birch	12		
Dr. Thomas Dowling.....	8	300	278
Miss Eva Cockerille		1	
Mrs. Russell Sage.....	1		
United States Civil Service Commission.....	1	1	
Thomas W. Herndon.....	1		
Albert M. Read	14	200	214
C. M. Lashhorm.....	10		
Mrs. Agnes M. Bradley.....			122
James H. Slee			251

List of donations, 1903-4—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Bureau of American Ethnology.....	2		
Mrs. Ella Longfellow.....	76		
Dr. G. L. Magruder.....		123	
Hon. George B. McClellan.....	50		
Edward W. Foster.....	2		
Mrs. George Marsh.....	9		18
John Bridget.....	1		
Dr. Louis M. Drago.....	1		
B. H. Moore.....	3		
Dr. J. W. Wainwright.....		1	
Cathedral Library Association.....	5		
Dr. William C. Fowler.....			611
Mrs. Lloyd Dorsey.....	14		
Trustees of Boston Public Library.....	1	1	
University of State of New York.....	3	10	
Phillips Exeter Academy.....	1		
Imperial Legation, Japan.....	14		
Medical Society of District of Columbia.....	1		
Mrs. F. E. Woodward.....	3		
Lake Mohonk Conference.....	1		
Dr. R. W. Shufeldt.....	1		
Welcome Physiological Research Laboratories.....	1		
Society of Colonial Wars.....		4	
National Sound Money Legion.....	1		
H. J. R. Curl.....	1		
Smithsonian Institution.....	3	3	
Mrs. Laura N. Williams.....	10		
Joseph Enthoffer.....		6	
Mrs. W. E. Waters.....	100		
Library Bureau.....	1		
Mrs. George E. House.....	23		
B. F. Stevens & Brown.....	1		
Superintendent of Documents.....	57	2	
Library of Congress.....		1	
George H. Lamb.....		1	
Librarian Columbian University.....		1	
War Department.....	8		
Mrs. William H. Ragan.....	1		
Herbert Baillie.....			1
Bibliothèque Royale de Belgique.....	1		
Mr. Andrew Carnegie.....	2		
A. C. McClurg & Co.....	1		
Mrs. John T. Arms.....	54		
W. D. Scott.....	1		
Louis Lombard.....	1		
Dr. S. W. Newman.....	2		
W. C. Dodge.....		113	
Charles Emory Smith.....	1		
Buffalo Forge Company.....	1		
Miss Mary Spencer.....	1		
Bureau of Labor Statistics, Springfield, Ill.....	1		
Messrs. Obach & Co.....		1	
Navy Department.....		1	
James T. DuBois.....		1	
Walter C. Clephane.....		3	
W. Mosby Williams.....			120
L. S. Richards.....	1		
The Farnsworth Company.....	1		
H. S. Gale.....			15
Alexander Graham Bell.....		1	
Dr. Anita McGee.....	5		
Edward M. Grout.....	1		
Miss Alice C. Fletcher.....	7	4	
Miss Florence Dale.....	5	1	
Washington State Library.....		1	
Rev. Charles D. Crane.....		1	
Commissioner of Education.....	2		
Bureau of the Census.....	1	1	
Miss C. E. Andrews.....			19
Miss Helen M. Stoops.....	31		
Brig. Gen. Anson Mills, retired, U. S. Army.....	2		
F. A. Pezet.....	2	2	
W. E. Chase.....	1		
Mrs. John C. Ballagh.....	1		
Miss Helen Stookes.....	11	35	59
Bernard R. Green.....			220
Harvard University.....	2		
E. T. Pettingill.....		1	
United States Patent Office.....	258		
James Lowndes.....			9
Dr. Edward Pynchon.....		6	
Scranton Public Library.....	1		

List of donations, 1903-4—Continued.

Donor.	Books.	Pam- phlets.	Period- icals.
Dr. L. E. Morgan		80	31
Frank B. Smith		1	
Carnegie Institution	1	3	
Lewis Johnson	23		
Miss C. Scott	7		
Indianapolis Public Library	1		
Dr. Solomon Solis Cohen	1		
A. C. Weeks	4		
Adair Welcker		1	
Frank F. Taylor	1		
G. E. DeSchweinitz, A. M. M. E.	1		
Hoyt S. Gale			17
Brown & Sharpe Manufacturing Co.	1		
Mrs. Thomas C. Coleman			29
Fritz V. Briesen			57
Evening Star Newspaper Co	273		
Rev. William Chester	2		
Universal Exposition, St. Louis		2	
A. T. Stuart	1		
University of Colorado	1		
J. Guthridge	16		
Columbian University	1		
Jerome Baxter	1		
Hon. W. T. Harris		1	
Mrs. Emma Newman	2		
Department of Commerce and Labor	77	1	
Capt. R. G. Carter		1	
New York City Mercantile Library		1	
John O. Merwin		1	25
Office of Chief of Engineers	5		
C. E. Andrews			13
De Pauw University, Greencastle, Ind		1	
Robert Needham Cust, LL. D.	1		
Count H. Mutsu	4		
Bessie Agnes Dwyer	1		
United States Treasury Department	1		
S. W. Flynn	1		
John Crerar Library		2	
University of Texas		1	
United States Philippine Commission		1	
Bureau of Labor Statistics, Columbus, Ohio	1		
Jewish Publication Society of America	1		
Charles R. Dean	36		
Dr. D. S. Lamb	5		45
G. H. Peniston	19		
Dr. William F. Marks		1	
Andover Theological Seminary		1	
Ohio State Board of Commerce		1	
Jane J. Willetts	101	1	48
United States Naval Academy		1	
Julian Barnum	4		
Dr. Thomas Dowling		47	33
Dr. H. E. Woodbury	49		
Miss Susan B. Anthony	1		
Rufus H. Thayer			5
Dr. S. S. Warren	5		
Interstate Commerce Commission	1		
T. Picarrelli		1	
Albuquerque Public Library		1	
Columbian Historical Society	1		
Chemical Society of Washington	41		
Mrs. G. D. Martin			12
Dr. J. D. Morgan	55	25	
Bureau of Labor Statistics, Springfield, Ill	1		
Miss Ella Kinsey			10
Mrs. A. M. Heilig	2		
Dr. William C. Woodward	1		67
Dr. Wallace Johnson		861	
Mrs. Virginia Cumming	1		
John J. Halstead	13		
Ralph M. McKenzie	1	1	
International Bureau of American Republics	1		
J. H. Bridge	1		
Mrs. H. R. Cockerille	1		
Southern Baptist Theological Seminary		1	
A. H. Thomas	1		
Henry J. Gensler	204		
Dr. Stanley Warren	1		

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the Public Library during the fiscal year ending June 30, 1904:

Moneys collected at the delivery desk.

Balance on hand July 1, 1903.....	\$3, 783. 33
Fines.....	1, 543. 36
Duplicate collection	576. 95
Reserves.....	17. 92
Books lost and injured.....	37. 31
Reissued cards	40. 30
Total	5, 999. 17
To interest on deposit American Security and Trust Company.....	41. 27
Total	6, 040. 44
Expended for assistants.....	261. 50
Balance on hand June 30, 1904	5, 778. 94

DONATION FUND, INCLUDING HENRY PASTOR MEMORIAL FUND.

Weston Flint, treasurer, in account with the Public Library.

DR.					CR.
1903. July 1	To balance in hands of treasurer	\$318. 33	1903. Dec. 1	By paid Woodward & Lothrop, periodicals	\$102. 55
July 23	To check, James T. Du Bois, Henry Pastor memorial fund interest, 1903.....	100. 00		By balance in hands of treasurer.....	344. 61
1904. June 30	To check, Washington Sanitary Improvement Company, dividend for period ending March 31, 1904, on an invested fund of \$1,000, donated by the Woman's Anthropological Society of Washington, D. C.....	25. 00			
	To credit interest bank deposit	3. 83			
	Total	447. 16		Total.....	447. 16

Weston Flint, treasurer, in account with the Henry Pastor memorial fund.

DR.					CR.
1903. July 1	To balance in hands of treasurer	\$3. 26	1903. Dec. 1	By paid Woodward & Lothrop, periodicals.....	\$102. 55
July 23	To check, James T. Du Bois, Henry Pastor memorial fund interest, 1903.....	100. 00		By balance in hands of treasurer.....	. 71
	Total	103. 26		Total.....	103. 26

The amounts appropriated for salaries, contingent expenses, binding, and for books are audited and paid by the District government.

Respectfully submitted.

WESTON FLINT, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

APPENDIX.

The Washington Public Library was created by act of Congress approved June 3, 1896, as follows:

AN ACT to establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the Commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the Commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia, and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by a viva voce vote a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library, and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board and to perform the other functions usual in his office. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged, for the use of the board, lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the

same catalogued according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library, for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library:

ARTICLE 1. The library shall be open for the delivery and return of books every week day from 10 a. m. to 9 p. m., legal holidays excepted. The reading rooms shall be open until 10 p. m.: *Provided*, That during July, August, and September the delivery room shall be closed at 8 p. m. and the reading rooms at 9 p. m.

ART. 2. All persons over the age of 10 years who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased if, in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid fines or cost of replacing books lost or damaged, be refunded. Applications must be signed at the library.

ART. 4. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence, and register number. This card must be presented whenever a book is taken, returned, or renewed. If lost, it will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all fines accrued on the same. No card shall be lent outside the household of the holder.

ART. 5. One volume or two volumes, if of the same book, may be taken out at a time and retained two weeks (except those labeled "Seven-day book"), and may be renewed once for the same period, unless a reserve has been left by another person in the meantime. Books of recent purchase and very popular books are called "Seven-day books." (These books have the notice on the inside cover, and may not be renewed.) After one renewal a book may not be taken out again by the same borrower or by any other member of the same household, until it has remained on the library shelves for twenty-four hours.

ART. 6. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents.

ART. 7. Books of reference and those deemed by the library committee unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in the printed catalogue by an asterisk (*) and in the card catalogue by the letter "R" (in red) placed above the call number.

ART. 8. A fine of 2 cents a day shall be imposed if a book is kept overtime, and at the expiration of three weeks from the date the book is drawn (if it is not returned) a messenger will be sent for it, who shall have authority to collect the fine incurred and an additional fee of 20 cents for such messenger service. No book will be delivered to the person incurring the fine until it is paid.

ART. 9. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 10. If any borrower lose or materially injure a book, paper, or magazine belonging to the library he shall pay the cost of replacement. If the book so lost or

injured be part of a set he shall pay for the entire set, and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 11. The use of ink is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 12. No dogs or other animals shall be permitted in the building.

ART. 13. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library, are prohibited in all parts of the library building.

ART. 14. Men and boys shall remove their hats and remain uncovered within the building.

ART. 15. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 16. The reading card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 17. Teachers' cards may be issued, on which 10 books on educational topics may be drawn at a time, which are subject to recall if required by other readers.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. Borrowers must take notice of the expiration of time allowed. After one week's delinquency, notice of fine follows, and if not returned within a month the value of the book and fine will be collected from the delinquent or guarantor.

ART. 20. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 21. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library.

ART. 22. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offence is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offence.



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EIGHTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
SEVENTH ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1905

WASHINGTON
1905

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OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

SAMUEL W. WOODWARD, term expires 1906.
BRAINARD H. WARNER, term expires 1906.
JOHN B. LARNER, term expires 1906.
AINSWORTH R. SPOFFORD, term expires 1908.
JAMES T. DU BOIS, term expires 1908.
R. ROSS PERRY, term expires 1908.
THEODORE W. NOYES, term expires 1910.
CHARLES J. BELL, term expires 1910.
RUFUS H. THAYER, term expires 1910.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President.*
BRAINARD H. WARNER, *Vice President.*
RUFUS H. THAYER, *Secretary.*
GEORGE F. BOWERMAN, *Librarian, Treasurer and Assistant Secretary.*

STANDING COMMITTEES.

BOOKS.

AINSWORTH R. SPOFFORD, *Chairman.*
RUFUS H. THAYER.
SAMUEL W. WOODWARD.

EMPLOYEES.

JAMES T. DU BOIS, *Chairman.*
SAMUEL W. WOODWARD.
BRAINARD H. WARNER.

RULES.

R. ROSS PERRY, *Chairman.*
AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

BUILDING.

BRAINARD H. WARNER, *Chairman.*
JAMES T. DU BOIS.
RUFUS H. THAYER.

FINANCE.

JOHN B. LARNER, *Chairman.*
CHARLES J. BELL.
R. ROSS PERRY.

BOOKBINDING, ETC.

RUFUS H. THAYER, *Chairman.*
AINSWORTH R. SPOFFORD.
JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.

THEODORE W. NOYES, *Chairman.*
BRAINARD H. WARNER.
RUFUS H. THAYER.

DONATIONS.

SAMUEL W. WOODWARD, *Chairman.*
BRAINARD H. WARNER.
CHARLES J. BELL.

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman.*
BRAINARD H. WARNER.
R. ROSS PERRY.

The president is ex officio a member of all committees.



REPORT

OF THE

BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1905.*

GENTLEMEN: The records of the year which ended June 30, 1905, show a steady enlargement of the library's resources and of its capacity to be useful and a constant increase of the community's enjoyment of and benefit from the expanding library facilities.

The net strength of the library at the end of the year was 73,045. The total accessions during the year numbered 11,322, costing about \$10,000.

INCREASED ACTIVITY AND USEFULNESS.

The people of Washington learn more and more each month the value of their library, and in steadily increasing numbers take advantage of the benefits of "the people's university." During the year there was an increase in the number of registered borrowers of 4,791, or over 12 per cent, bringing the total number of borrowers to 38,779. The total circulation of books for the year was 353,493, an increase of 75,308 volumes over last year, or a gain of 27 per cent. The average daily home circulation was 1,146, against 906 last year. Not only more but better books were called for. There was a decrease of 12 per cent in the fiction circulated. In the circulation of books in the children's room there was a gain over last year of over 53 per cent, accompanied by a reduction in the circulation of fiction of 16 per cent. The average monthly attendance in the reference reading room was 6,191, as against 4,379 last year, a gain of over 40 per cent.

Those notable gains in the practical usefulness of the library have been due, not only to the enlargement already noted of the book resources, but also to a series of progressive improvements, small and great, in the library's methods of facilitating access to its book treasures.

SOME FACTORS OF LIBRARY DEVELOPMENT.

Factors in the increase of circulation have been the placing of nonfiction as well as fiction in the open-shelf room, and in large cases in the lobby; the regular publication of lists of new books in the daily newspapers; the issue of annotated reference lists of books on timely subjects; the extension of the book-borrowing privilege to persons living outside the District but who have regular business or employment therein, and to temporary residents who deposit the value of books issued; reduction of the age limit in issuing cards to children; picture bulletins, story-hours, reading-clubs, and talks on timely topics for the children; closer cooperation with the schools, establishment of teachers' special library and study room, lending

books in bulk to schools, and the establishment of three new additional substations, two of which have already received their first installments of books.

To increase the usefulness of the reading room, assistance has been systematically rendered to members of literary clubs, and a study room has been fitted up in the second floor of the building for serious work in connection with the reference library. During the year an important and notable advance has been provision for the Sunday opening of the library, a step which experience since July 1 has thoroughly vindicated.

To facilitate the appointment of efficient junior assistants and the strengthening of the library force, a system of apprentice classes has been adopted which has worked successfully in its first test and which promises good results.

To popularize the library while increasing its usefulness, the lecture hall has been granted for a much enlarged number of public meetings with free lectures of an educational tendency; and for the same purpose exhibits of Christmas holiday books and of books and railroad folders of summer travel have been made.

THE LIBRARY'S NEEDS.

The vital needs of the main library are more books and more assistants.

(1) Endowments or donations to buy certain classes of books are much needed. For example, the library is endeavoring to collect Washingtoniana, i. e., everything pertaining to the National Capital and the Ten Miles Square. Donations not only of books of this sort, but of money to create a fund for the purchase of such books would be heartily welcomed.

(2) The appropriation for books should be made \$15,000 annually. The special book appropriation is exhausted. The desk-fund resources will soon be drained. The use of the larger children's room and of the periodicals room on the second floor, and the enlargement of the open-shelf facilities will all call for more books. The rapid increase in general circulation, the demand for extensive duplication, the increase in the cost of nearly all books, the desirability of extending the periodical and newspaper list, and the demand for greater facilities for school circulation are all factors in the demonstration that this appropriation is essential.

(3) More books should be secured under existing law from miscellaneous circulating volumes in the Government departmental collections; and also from duplicates in the Library of Congress.

THE LIBRARY'S WORKING FORCE.

The librarian has carefully analyzed the library needs in the matter of the working force, and the trustees urge careful consideration of and favorable action upon the estimates for library service.

In this connection the trustees repeat with emphasis their recommendation of last year, that the salary of the librarian be increased to a figure commensurate with the intelligent and efficient services rendered, and with the compensation received by successful librarians *in other cities of Washington's size*.

BRANCH LIBRARIES, SUBSTATIONS, AND SCHOOL DUPLICATES.

Outside of the main library the most notable need is that of authority to build at least one branch library building with a part of the money offered to be donated by Mr. Andrew Carnegie. The trustees have vainly asked from Congress general authority to accept Mr. Carnegie's offer, and will, at the next session of Congress, seek acceptance of the offer in respect to a single branch. The increase and development of substations like Neighborhood House constitute another conspicuous need. Characteristic and exclusive features of the library in its relation to the Library of Congress are to be especially fostered, such as the open-shelf room, the children's room, and school work in general. As soon as the general book appropriation has been put on an adequate and satisfactory basis, it will be in order either to draw from the book appropriation for an extensive equipment of school duplicates or to apply for a special appropriation for that purpose.

IMPROVEMENT OF MOUNT VERNON SQUARE.

The trustees urge vigorous cooperation with the office of Public Buildings and Grounds in securing in the sundry civil appropriation bill provision for the improvement of Mount Vernon Square and of the approaches to the library building.

Congress has not yet granted the needed remainder of appropriation, \$13,000, for the completion of the curbings and walks in the grounds, although estimated for and advocated in regular course for the sundry civil appropriation bill. In consequence, the grounds still present an unfinished appearance, inharmonious with the building.

The estimate for this small sum has been repeated for the next year by the officer in charge of the office of Public Buildings and Grounds, who has control of the square.

OUTFITTING THE LIBRARY BUILDING.

The supplementary gift of \$25,000 by Mr. Andrew Carnegie for the outfitting of the library building will doubtless be exhausted during the current year, and this fact will increase somewhat the demands upon next year's contingent fund. About \$21,050 had been expended at the time of the last annual report, leaving a balance of \$3,950. During the last year the following items of work and outfit were paid for out of that balance, viz:

Roughing north driveways to give better footing for horses.....	\$36. 00
Services, secretary to commission.....	25. 00
Thirteen cases oak book shelving.....	315. 00
Improving drainage and inserting automatic cellar drainer and attaching float-ball traps to wastes of lavatories and sinks.....	165. 50
Bicycle racks and bulletin boards.....	38. 30
Equipment of kitchen, dining and retiring rooms.....	328. 71
Total.....	908. 51

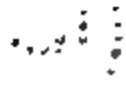
This leaves a balance of \$3,046.54, a portion of which will shortly be needed for iron grilles in the basement windows, some indispensable additions to the plumbing fixtures, and minor pieces of furniture.

LIBRARY ESTIMATES FOR THE NEXT FISCAL YEAR.

The Public Library estimates for 1906-7, as submitted by the library trustees to the Commissioners of the District, are as follows:

	Appropriation 1905-6.	Estimates 1906-7.
LIBRARY AND BUILDING FORCE.		
Librarian.....	\$2,500	\$4,000
NOTE.—The estimated salary is no larger than that paid to the chief librarians of other municipal libraries of the same rank as this and is exceeded in a number of instances.		
Assistant librarian.....	1,000	1,500
NOTE.—The necessity for throwing important administrative duties on this officer requires more adequate payment for his services.		
Chief of the circulating department.....		1,000
NOTE.—The rapid increase in the circulation of books has enforced the necessity for a strong administrative head for this department.		
Children's librarian.....		1,000
NOTE.—The estimated salary is moderate, considering the important duties of this position and compared with the compensation of similar work elsewhere.		
Assistant.....	900	900
Chief of order department.....		900
NOTE.—The volume and complexity of the work of the order department require adequate payment for the services rendered.		
Four assistants, at \$720 each.....	2,880	
Five assistants, at \$720 each.....		3,600
NOTE.—The new assistant of this grade asked for is to take charge, under the children's librarian, of the work for schools and other outside agencies.		
Two assistants, at \$600 each.....	1,200	
Three assistants, at \$600 each.....		1,800
NOTE.—The increase in quantity and importance of the work of preparing books for the bindery and overseeing that work requires this additional assistant.		
Three assistants, at \$540 each.....	1,620	1,620
Copyist.....	480	480
Cataloguer.....	900	900
Cataloguer.....	720	
Two cataloguers, at \$720 each.....		1,440
NOTE.—An additional cataloguer of this grade is needed to keep the work up to date.		
Cataloguer.....	600	600
Three temporary cataloguers, at \$540 each.....	1,620	
Three cataloguers, at \$540 each.....		1,620
NOTE.—Experience continues to show that the services of these cataloguers described as "temporary" can not be dispensed with.		
Stenographer and typewriter.....	720	
Librarian's secretary.....		900
NOTE.—The suggested title more adequately describes the work of this officer, who, in addition to correspondence work, keeps the library accounts and makes all requisitions for books and supplies.		
Two assistants, at \$480 each.....		960
NOTE.—One of these new assistants is needed for the increased work of the order department and one for the periodical room.		
Two attendants, at \$480 each.....	960	
Four attendants, at \$480 each.....		1,920
NOTE.—Two new attendants of this grade are needed in the rapidly growing work of the children's room.		
Five attendants, at \$360 each.....	1,800	
Ten attendants, at \$360 each.....		3,600
NOTE.—This increase will be only barely adequate to keep pace with the increased circulation. One of these attendants is for the children's room.		
Assistant.....		360
NOTE.—This assistant is greatly needed in the book-order department.		
Collator.....		360
NOTE.—This assistant is needed to aid in the preparation of books and magazines for the bindery, and would save the time of a more highly paid assistant.		
Two messengers, at \$360 each.....	720	
Three messengers, at \$360 each.....		1,080
NOTE.—At least one new messenger is imperatively needed for the collection of unreturned books.		
Five pages, at \$240.....	1,200	
Eleven pages, at \$240.....		2,640
NOTE.—The additional pages are needed as follows: One to divide his time between the order and cataloguing departments; two for the reference department, for day and evening service; one for the periodical room; and two for the children's room.		
Two janitors, at \$480 each.....	960	960
Engineer.....	900	900
Fireman.....	540	540
Workman.....	480	480

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Public Library District of Columbia, 1905.

LIBRARY

VIEW.

	Appropriation 1905-6.	Estimates 1906-7.
Two cloakroom attendants, at \$360 each.....		\$720
NOTE.—It is highly desirable to offer visitors to the library facilities for having hats, coats, parcels, and umbrellas cared for. Two persons are needed for day and evening service. Such persons could also assist in marking books, etc.		
Four charwomen, at \$180 each.....	\$720	
Six charwomen, at \$180 each.....		1,080
NOTE.—The present force of charwomen is scarcely adequate to clean the library in time; at least two more will be needed to clean the additional rooms in the basement and on the second floor that are being put into use.		
Special officer for police duty.....		720
NOTE.—Such an officer is greatly needed to preserve order in and around the building, especially at rush hours, and to protect library property. It has been found impracticable to secure a detail from the Metropolitan police force.		
MISCELLANEOUS.		
For keeping the library open 52 Sundays, 2 to 10 p. m., 5 holidays, 10 a. m. to 10 p. m., and for extra service 3 hours on Saturday afternoon in July, August, and September.....	1,700	1,700
NOTE.—The results during the first few weeks (from July 1, 1905) amply justify the continuance of this appropriation.		
For purchase of books.....	5,000	15,000
NOTE.—The regular annual book fund should be not less than the recommended sum. This is shown by the rapid increase in circulation, the need for extensive duplication, the increase in the cost of books through the operation of the net-price system, the need for buying many technical books, the desirability of extending the periodical list, and the demand for newspapers.		
For binding.....	3,000	4,000
NOTE.—The rapid increase in circulation, the increasingly poor quality of publishers' bindings, and the growing repair work paid for from this fund call for its being increased.		
For fuel, lighting, fitting up building, and other contingent expenses.....	6,000	7,000
NOTE.—Already the present contingent fund is meager. The use of larger portions of the building requires, and will continue to require, more heat and light. The increase of \$1,000 is moderate.		
Total.....	39,120	66,280

New officers asked for:

Chief of circulating department.....	\$1,000	
Children's librarian.....	1,000	
Chief of order department.....	900	
Assistant.....	720	
Assistant.....	600	
Cataloguer.....	720	
2 assistants, at \$480.....	960	
2 attendants, at \$480.....	960	
5 attendants, at \$360.....	1,800	
Assistant.....	360	
Collator.....	360	
Messenger.....	360	
6 pages, at \$240.....	1,440	
2 cloakroom attendants, at \$360.....	720	
Special officer for police duty.....	720	
2 charwomen, at \$180.....	360	
		\$12,980

Increases of salaries asked for:

Librarian.....	1,500	
Assistant librarian.....	500	
Librarian's secretary.....	180	
		2,180

Other increases asked for:

Book fund.....	10,000	
Binding.....	1,000	
Contingent.....	1,000	

Total increase asked for..... 27,160

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

REPORT OF THE LIBRARIAN.

WASHINGTON, D. C., *September 8, 1905.*

GENTLEMEN: The report of the librarian for the year ended June 30, 1905, is herewith submitted. This report covers the work of the library for the entire fiscal year. During the first two months of the period the library was in charge of Col. Weston Flint. The present librarian assumed office on September 1, 1904.

The year has been one of forward movement in every department of the library's activities. In almost every department the report will show by quantitative comparisons increases over the previous year, and still more valuable qualitative improvements will often be shown either by figures or by general statements.

Appended to this report and forming a part of it are detailed reports of the heads of departments, with which will be found the tables on which the statistical statements of the main report are based.

HOME CIRCULATION OF BOOKS.

In a municipality so well equipped with reference libraries as Washington, the Public Library certainly finds its first and most important work to be that of circulating books into the homes of the people. Until branches and delivery stations are established in all parts of the District, until every school building is made practically a branch library for circulating books to school children, and until vacation school libraries and home libraries are planted widely throughout the District the Public Library is not likely to send out more than one-fifth as many books as might be circulated through a system which should include all such agencies. There are frequent demands for the establishment of some, at least, of these agencies, and it is believed that all of them, if established, would soon be fully utilized. With a more adequate supply of books, an increased force, and more extended hours of opening, the circulation of the central library may be still further increased. This statement, too, is based upon demands only partly satisfied. The figures presented for the year, though an advance over previous years, are therefore only a fraction of what should be shown as the home circulation of the Public Library of the District of Columbia.

The total home circulation from the central library was 349,991 volumes. With the addition of 2,684 circulated from the Neighborhood House and 821 from the high schools, the grand total is 353,493. A comparison of this total with that of last year (278,188) shows an increase of 75,308 volumes, or a gain of 27 per cent.

The library was open three hundred and five days during the year. The average daily home circulation was 1,146, as against 906 the previous year. The average monthly circulation was 29,117, compared with 23,182 in 1903-4. The largest circulation on any one day was on Friday, March 10, when 2,094 books were given out; but during the three busiest months of January, February, and March there were *ten* days when the circulation exceeded 2,000.

FICTION PERCENTAGE REDUCED.

It is a pleasure to report that the percentage of fiction in the entire circulation dropped from 83.7, as reported in 1903-4, to 71.8. Analysis of the circulation tables and comparison with those of last year show that of the great increase in the total circulation very little was in the form of fiction. The comparison shows that the circulation of English prose fiction was in 1903-4, 192,828, and in 1904-5, 201,183; of juvenile fiction in 1903-4, 40,351, and in 1904-5, 49,840. So the absolute increase in fiction was less than 18,000 out of a total increase of more than 75,000. It also appears from the tables that during the four months of January, February, March, and April, when the circulation was heaviest, the fiction percentage was under 68 and in January it was under 61. These, of course, are the months when the most serious reading is done.

Among the influences that have helped to bring about this reduction in the percentage of fiction circulated are the following: Early in the year it was decided no longer to display in the open-shelf room books of fiction only. By the judicious weeding out of fiction in slight demand, the space formerly occupied by novels was reduced about one-half, and since that time about two or three thousand volumes of nonfiction books are regularly displayed in this room. Two or three classes of nonfiction books are displayed for three or four months and are then replaced by other classes. In this way readers gradually become familiar with the contents of the entire library. Two large cases in the lobby are constantly filled with selections from classes not represented in the open-shelf room. The new books added each week and listed in the Saturday issues of the daily papers are also shelved in the lobby. By this means it is possible for readers to have a fairly wide selection of books from which to choose, without the necessity of consulting the catalogue or making out call slips.

It has been interesting to watch the increased circulation of the classes brought into the open-shelf room. History and travel were brought out about October 1, and the circulation of this group in October was almost double that of September. This increase kept up throughout the year, even though a selection only of books from this class was kept on open shelves after December. The bringing of the literature classes out caused the circulation in December to be more than three times what it was in September. Books on science and useful arts were brought out in January, and the circulation of these classes was at once more than double that of the previous month. The demand for these important classes has been so persistent that it seemed wise to leave them on the open shelves for a more extended period. This experience points to the need for a larger open-shelf room, in which a selection of from 15,000 to 20,000 of the best books in the library may be always available.

Careful study is made each day of call slips representing books not found in when called for. In many cases duplicate copies have been bought to meet such recurrent unsatisfied demands. Close study is also made of all requests for the purchase of books. Such requests are invited, and wherever possible the books are bought. It is also thought that the regular publication of the list of new books in the daily papers and the issuing of reference lists has favorably affected the circulation.

Washington is not considered a manufacturing city, hence it might be supposed that the demand for technical books would be small. This is not found to be the case. In common with other libraries this library made arrangements for purchasing all the books in the new American Library Association catalogue as soon as it was issued last October. The books in the class of useful arts were selected for first purchase, and at the same time all books in the catalogue prepared by the committee of the Society for the Promotion of Engineering Education were also purchased. All of these books have had a very large use by mechanics and electricians, and especially by many of the employees in the United States Navy-Yard. The purchase of books in this class has brought to the library as regular readers and borrowers many men who never before entered its doors.

CIRCULATING PERIODICALS AND DUPLICATE COLLECTION.

Beginning January 1 the plan of issuing for home use current periodicals was begun. From one to ten copies each of fifteen popular periodicals, making a total of seventy-five a month, are taken for this purpose. These are kept in circulation four months and the plan seems to be very acceptable.

The duplicate pay collection continues to be popular. A few books other than fiction have been included in this collection with a fair degree of success. In order that the library may escape the criticism of being in any way conducted for the well-to-do at the expense of the poor, the plan has been adopted of making free at once four out of every ten copies of each new popular book purchased. The other six soon pay for themselves at 5 cents a week and are then made free. In this way the library is able to secure and soon place upon the free shelves more copies of popular books than could otherwise be purchased.

Acknowledgments should be made to the health officer of the District of Columbia for his cooperation in preventing the spread of disease through library books. Daily reports are sent to the library of all cases of contagious diseases. By consulting the library's records, it is possible to learn whether affected persons have library books or not. The health officer also fumigates or destroys at his discretion library books found in quarantined houses.

A READERS' ASSISTANT.

Beginning in the autumn the library expects to be able to assign one member of its staff, during the busiest hours, to the duty of assisting readers in the circulating department. Many readers come to the library who do not fully understand the use of the card catalogue, but who wish to learn if some instruction can be given them. Others need the help that is usually given in the reference department, but as they wish the books for home use they refuse to visit the reading room. Still others want advice or suggestions as to what to read. With the greatly increased circulation, simply the physical labor of charging and discharging books has often been more than could be accomplished, so that many calls for assistance have perforce been unsatisfied. To meet this need this readers' assistant will be in attendance when such calls are most numerous.



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REGISTRATION.

The records show the number of registered borrowers at the end of the year to have been 38,779, as against 33,988 at the end of the previous year—a net gain of 4,791. There were, however, cards issued to 10,614 persons, 8,833 of whom were new borrowers. The total number of cards issued was 20,100. The daily average registration was 34. The delinquent notices sent out numbered 10,838.

Attention is called to the fact that 9,486 nonfiction cards were issued as against 946 in 1903-4. Heretofore nonfiction cards were restricted to teachers and students; they are now freely issued to any card holder. The ten-book privilege, formerly confined to teachers, is now extended to any applicant who gives a sufficient reason for taking out more than two books at a time. A new rule, permitting registration by making a deposit, has been adopted. In a city like Washington, which has a large transient population, this has proved an acceptable feature. This privilege has been most often exercised by persons so new to the city that they had not yet formed acquaintances whom they would be willing to ask to become guarantors. Within a few days or weeks such persons almost always register in the usual way. This of course is not the case with the actors and other birds of passage who have been among our borrowers during the past year.

The rules have also been modified so that all persons having regular business or employment in the District of Columbia, though living outside of its boundaries, may be library borrowers. Heretofore the rules seemed to limit the borrowing privilege to those in Government employ in the case of those living outside the District.

Though the District directory is still the main authority in determining whether a card may be issued without a guarantor, yet in practice if the name is found in the Blue Book, or in any of the Department registers, or if the adult applicant brings a note of introduction from a chief clerk or from his employer, the card is issued.

The age limit for issuing cards to children has been reduced from 12 to 10 years. It is recommended that this limit be entirely removed and that cards be issued to any child who can fill out and sign his own application, when the application is accompanied by a proper guarantee. The recommended practice is the one that obtains in most libraries where work for children is made an important feature. With the close supervision now given to children's reading in this library it is believed that this change could be made with great advantage and with few or no disadvantages.

REFERENCE WORK.

The use of the reading room has shown a substantial increase over that given in last year's report. During the year the room was visited by 74,296 readers, who used 16,338 books not to be found on the reference shelves. No count was kept of the very large use of books shelved in the reference room. The average monthly attendance was 6,191, as against 4,379 last year; the average monthly use of books called for from the stacks and used in the reading room was 1,361, as against 485 last year.

It is estimated that 60 per cent of the visitors read periodicals for recreation and that the remaining 40 per cent study more or less

seriously. Much use of the room is made by pupils from the schools and colleges of the city, by members of literary clubs, and by Government clerks. As in the circulating department, the technical books and periodicals are consulted by a large and increasing number.

Much assistance has been rendered to members of literary clubs, for whom groups of books have been assembled and reserved for considerable periods in the reading room. In April the librarian sent to the officers of all local literary clubs of which information could be obtained a circular letter inviting them to register with the library and to submit their study programs for next winter's study, thus enabling the library to be prepared to give their members more systematic assistance next winter. It has also been found possible to fit up a study room on the second floor of the building for the use of club members who are working at the library.

Attention is also called to the plan for building up in the reference department a collection of books often called for and of a semi-reference character. This is an adaptation of the "standard library" idea. Frequency of demand and value have been the chief factors determining the books chosen for this collection.

WORK WITH CHILDREN.

More and more the work of the public library is coming to be recognized as an integral part of the system of public education. As this opinion gains ground the work of the children's department assumes greater importance and the need for coordinating the work of school and library becomes evident. The work of the children's department is progressing as rapidly as possible in small quarters and with an inadequate force. A beginning only has been made at work for schools.

The circulation from the children's room was 73,973, as against 48,278 last year, a gain of 25,675, or 53.18 per cent. With this increase the circulation of fiction was reduced 16 per cent. It should also be pointed out that of the 67.38 per cent representing the fiction circulation 15 per cent was fairy tales, which in most libraries are classed as folklore.

The work of posting picture bulletins illustrating holidays and timely topics has been begun. These bulletins included the exhibition of colored pictures of the birds that arrived in Washington in their spring migration. The plan of having story hours for younger children and reading clubs for older boys and girls has been adopted.

In cooperation with the Audubon Society, a series of four talks on birds was given in the lecture hall in April. Last winter children were excluded from the board of education lectures given in the library hall. It is therefore recommended that a series of Saturday lectures or talks on popular scientific subjects be provided next season especially adapted to young folks.

WORK WITH SCHOOLS.

It must be frankly admitted that most of the work of the library with the public schools is in prospect; but there is every expectation of entering into the closest cooperative relations with the schools as *fast as funds for necessary books and assistants will permit.* The

superintendent of schools and the teachers are ready to welcome the cooperation. Of course most of the visitors to the children's room are school children and teachers. To them much help in connection with school work is constantly given.

At the close of the school year in June the board of education issued a list of books for the summer reading of pupils promoted to the high and manual training schools. This list, which was distributed to all such pupils, contained the announcement that the library would endeavor to have enough copies of all these books listed to meet the demands of the pupils. These books have had extensive use during the summer.

The librarian addressed the school principals in May and outlined some plans for possible cooperation. When it was urged that teachers make fuller use of their ten-book privilege than heretofore, it was learned that very few, even among the principals, knew of the privilege. A plan was also outlined for possible future realization by which every school room (especially in schools remote from the library) might be made practically a branch library for the home circulation of books. It was explained that this plan could not be put into operation without a special appropriation. All the suggestions put forward met with a hearty response, so that it would appear that the schools are ready.

Another plan for cooperation suggested at this meeting is now being put into effect. In one of the study rooms on the second floor of the library will be gathered a teachers' special reference library, to be at all times open to teachers. In it will be kept the bound and current educational periodicals and a collection of the most important pedagogical works to be chosen by a joint committee of teachers and the librarian. These will be retained for reference use only, but in all cases duplicate copies will also be provided for home circulation. This collection will also contain a fine selection of text-books suited for use in the various grades of the District primary, grammar, high, and technical schools, all of which have been contributed by publishers. By this plan teachers can readily learn what text-books are available, and the library will be able to make selections of text-books for purchases for the use of those who are studying independently.

It is also expected that the various teachers' associations will hold their meetings next season in the library lecture hall or in a study room.

Just before the close of the school year the librarian addressed the graduating class of the normal school, explaining the work of the library, and urging the young teachers to become library users themselves and in turn urge their pupils to come to the library.

In the coming year it is hoped that members of the library staff will be able to do some school visiting in order that teachers and children may be won to become users of the library.

It is possible to report that a beginning has been made at lending books to schools in bulk. In December 147 volumes on American history were sent to the high schools. Reports from those in charge show that these have had large unrecorded reference use in the school buildings. A recorded home circulation of 821 from the different schools was distributed as follows: M street, 382; Central, 218; Eastern, 168; Western, 38; Manual Training, 15.

NEIGHBORHOOD HOUSE AND OTHER SETTLEMENT STATIONS.

Thus far no provision has been made for establishing the branches so much needed to supply books to readers remote from the central library. Meantime advantage is being taken, so far as possible, of the opportunities offered for circulating books through the various social settlements. This work is done at the settlements entirely by volunteers, so that the expense to the library is practically limited to the cost of the books and their preparation for circulation.

The Neighborhood House station, 468 N street SW., was opened the latter part of December, 1903, so that it is now possible to report for a full year's work there. Although the library was open for periods of only one and one-half hours on one afternoon and one evening each week in winter and for a similar period on one evening in summer, yet 2,684 volumes were circulated. Of these 1,979 were juvenile books. More and better books have been read than during the first year, and there has been a marked increase in the orderliness of the children. Children are also bringing their parents to the station or carrying books to them. Miss Emily A. Spilman, of the Public Library staff, has carried on the work and has had assistance from Misses Finney, Buynitzky, and Sellers, also of the library staff. It should be pointed out that this extra service is entirely voluntary and not required by the library management.

In the latter part of the year it was decided to grant the applications for books made by three other settlements: Noel House, 1245 Eighth street NE.; Rochefort Hall, Eighth street and Georgia avenue SE., and the Peck Memorial, Georgetown. Just before the close of the fiscal year more than 200 volumes each were sent to the first and the second; it is understood that the third is not yet ready to receive the books. Miss Elizabeth A. Hyde is librarian at Noel House and Miss Sarah Ambler at Rochefort Hall.

USE OF LECTURE HALL.

Besides the Saturday morning use of the lecture hall already mentioned, it has been used on thirty-eight evenings and one afternoon. In addition, the National Association of Elocutionists held its annual meeting there, consisting of morning, afternoon, and evening sessions, June 26-30. It should here be pointed out that it is not the policy of the library to grant the use of the lecture hall for the purpose of holding the ordinary meetings of societies and associations, but to confine its use to free public lectures or discussions of unobjectionable topics of popular interest and educational tendency. Permission was therefore given to the bodies meeting here last season to hold public meetings devoted to public ends. In most cases the principal feature of the programme was a lecture. The organizations holding such meetings there were as follows: District of Columbia Library Association, 6 meetings; Audubon Society of the District of Columbia, 4 meetings; Legion of Loyal Women, 7 meetings; Woman's National Press Association, 3 meetings; League of American Pen Women, 2 meetings; City Gardens' Association, 1 meeting; Monday Evening Club, 1 meeting; Potomac Literary Club, 1 meeting; Civic Center, 1 meeting; District of Columbia Federation of Women's Clubs, 1 *meeting*.

Public Library District of Columbia, 1905.



A LINE AT THE RETURNING DESK.

The library lecture hall was also granted as one of the centers for the free lectures to the people given under the direction of the board of education. The following twelve lectures were given there:

Date.	Lecturer.	Subject.	Attendance.
Jan. 20	Mr. W. H. H. Smith.....	Our New Navy.....	394
27	Rev. D. W. Skellinger.....	Rips in the Rockies.....	428
Feb. 3	Gen. Geo. B. Loud.....	The Stars and Stripes.....	237
10	Hon. I. E. Rider, M. C.....	Duties of Citizenship.....	177
17	Col. J. A. Goulden, M. C.....	Battlefield of Gettysburg.....	407
24	Rev. S. M. Newman, D. D.....	Venice.....	342
Mar. 10	Mr. W. L. Hall.....	The Life of a Tree.....	164
17	Rev. U. G. B. Pierce.....	A Night in the Nether World.....	337
24	Mr. G. O. Totten, jr.....	Spanish Architecture.....	65
31	Dr. W. L. Davidson.....	In and About Shakespeare's Home.....	276
Apr. 7	Mr. C. F. Nesbit.....	City Gardens.....	93
14	Prof. J. Howard Gore.....	Within the Arctic Circle.....	164
			3,084

In order that it may be a matter of record the resolution adopted by the library trustees governing the use of the lecture hall is presented in the appendix of this report, with the rules governing the library.

ORDER DEPARTMENT.

The report last year gave the total accessions on July 1, 1904, as 71,026. From this number, however, there should have been deducted 6,303 volumes which had up to that time been withdrawn, so that the net strength of the library at the beginning of the year was 64,473. During the past year the total accessions were 11,322; but 2,750 volumes were withdrawn as worn-out, so that the net strength at the end of the year was 73,045. Of the accessions last year 3,210 volumes were gifts, 639 volumes were added by binding, and 8,372 were purchased. The approximate cost of accessions was \$10,000.

On January 1 the use of the ledger accession book was discontinued, and since that time the accessions register has been kept on order slips filed numerically. This change has greatly reduced the work of accessioning, since in the majority of cases the order slip does not have to be rewritten.

The policy that has governed the choice of books for purchase is always that of use or demand, provided the books sought are worthy of a place in the library. Expensive or highly specialized reference books are at once eliminated as falling more properly within the scope of the reference libraries of the District. Popular works of reference are, of course, purchased and are much used. The bulk of the accessions are books in active demand for circulation. Washington readers are catholic in their tastes and interests, and there is also a surprisingly large demand for books above the average in literary merit. With increasing circulation there is a necessity for much duplication, especially of moderately expensive biographies and scientific works. The demand for technical books, already referred to, if adequately met will require much duplication. Technical books are, of course, expensive and soon need to be replaced with more recent editions. All of which means that an increased book appropriation is necessary to meet large present and rapidly increasing demands.

GIFTS OF BOOKS.

There were received as gifts 2,843 bound and 411 unbound volumes, 2,098 pamphlets, 1,628 numbers of periodicals, 5 maps, 1 atlas, 1,000 bookmarks, 39 leaflets, and 28 pieces of music. A list of donors, with the number of their gifts, is printed in the appendix to this report, and thanks are extended to them for their generosity. Of especial value among these gifts have been the publications of other libraries, unbound periodicals (useful to complete sets and for bulletin-board work), and Government documents. In passing, it should be said that this library does not try to keep full sets of Government documents, but secures individual publications and classifies them with their proper subjects. The library wishes to secure all Government publications which concern the affairs of the District of Columbia. Other books and pamphlets published in or about the District are especially desired, since this library, as the local municipal library, should strive for completeness in this field.

Concerning other gifts of books it is desired to do nothing but encourage them, inasmuch as almost every lot sent to the library contains something that may be of value to the collection or may be utilized in stocking the future branches. At the same time it should be pointed out that with our present inadequate force much time that can be ill spared from more pressing work is consumed in examining these gifts. In general it may be said that the miscellaneous gifts that come from private libraries yield books of value in the fields of literature and history (usually duplicates of books already on the shelves), but that the books on science and useful arts received as gifts are frequently worthless. Only to a very limited degree, therefore, can a library whose chief work is that of circulating popular books hope to secure effective material from gifts or transfers from departmental libraries, and in considering the means for building up the library so that it will meet the demands of readers, gifts of books may be almost, if not quite, disregarded. Dependence must be placed on a book fund derived from appropriations or endowments. It is not some books, any books, that are most wanted in a library like this, but the particular books that are needed to meet the demands of readers.

Acknowledgments are made to Messrs. Woodward & Lothrop for delivering to the library many packages of books given by citizens and for hauling books to and from the settlement stations.

ENDOWMENT FUNDS.

The Hon. James T. Du Bois has continued to transmit the interest (\$100) on the endowment fund of \$2,000 established by him in 1898. This fund, known as the Henry Pastor Memorial, is ultimately to be increased to \$5,000. The income is regularly devoted to the purchase of scientific and technical periodicals. The income of the Woman's Anthropological Society fund of \$1,000, mentioned last year, has now become available and is being expended for anthropological periodicals. It is greatly desired that several similar endowment funds be established by other citizens. Mention has already been made of the fact that the library is striving to collect everything about Washington City, Georgetown, and the District of Columbia generally. In *several instances* during the past year rare items have been lost

because it did not seem wise to purchase them from the book fund, already inadequate for current needs. The great demand for technical books (known to be expensive) points the way to an endowment of inestimable value that should appeal to some citizen interested in the industrial advancement of Washington. The work for children and the chronic shortage of books in that department call for a fund for replenishing the children's room.

CATALOGUE DEPARTMENT.

During the year 11,225 volumes have been classified, catalogued, and shelf listed. For them 11,843 new cards have been added to the official catalogue. Duplicate cards have also been added to the public catalogue, and a third set has been made in the case of books in foreign languages and for music. The withdrawal of the 2,750 books mentioned elsewhere has, of course, occasioned much work in changing records.

Since October full use has been made of the Library of Congress printed cards in all cases where available; that is, for about one-third of the books added. Use of the Library of Congress cards is facilitated by the printed author catalogue of the National Library deposited in this library. In passing it should be said that this catalogue has been made accessible to the public in the circulating department. Where Library of Congress cards are not to be obtained, all cards are now typewritten instead of being written by hand for the official catalogue. To do this the cataloguers indicate the headings, entry, etc., and then turn the books over to trained copyists, who typewrite the cards. Shelf-list cards are also typewritten. The use of call numbers in the case of fiction has been abandoned, with gratifying results.

No inventory had been taken of the library since December, 1898, just previous to the opening of its doors, until October, 1904, when a partial inventory was taken. This covered all classes except fiction, medicine, and reference books. Outside of the children's room, 1,000 volumes were missing; but this number has since been reduced to 497, and missing books are constantly being found. Out of 7,697 volumes in the children's room, 96 nonfiction books and 515 books of fiction were missing. Here, also, lost books are constantly being found. It is hoped hereafter to take a complete inventory annually.

Saving of time has been effected by the plan for marking the backs of books with call numbers. Except where backs of books are highly ornamented, no paper label is affixed. If the call number is lettered on the book, white ink, or letterine, is used for dark bindings and black ink for light bindings. This entirely obviates the peeling off of labels, which is usually the occasion for so much annoyance.

The figures given above do not begin to cover the work of the department, inasmuch as more insistent demands have frequently withdrawn persons assigned as cataloguers for long periods to other work. In spite of these hindrances the work has almost always been kept fairly well up to date, and methods have been so simplified that urgent books have always been put through and prepared for circulation in minimum time. Among the outside duties that have been performed by cataloguers are the weeding of the fiction shelves, the conducting of the exhibits of Christmas books and of travel literature, the examination of the accumulation of Government documents

and miscellaneous gifts, explaining the card catalogue to the public, aiding in the arrangement of books on shelves, and much and frequent assistance in the circulating department.

BINDING AND REPAIR WORK.

Since early in the calendar year the bulk of the library binding has been done by contract in the library's own bindery, which is fully equipped with modern machinery and tools. By the contract plan there is no economy in cost, but better results are obtained than would be possible from an outside local bindery. Time is saved in the sending and receipt of books, mistakes are quickly corrected, experiments looking toward improvement are easily made, there is less danger of loss by fire, and books are accessible even when in the bindery. Six people are constantly employed by the contractor. During the entire fiscal year 424 volumes of magazines and 4,800 other volumes were bound, at a cost of \$2,731.43.

Since January a repair shop has been conducted in the basement, with three persons skilled in such work employed the greater portion of the time. Here broken joints are mended and loose leaves or plates replaced. Here also many badly sewn new books are resewed and put back in the same cases. Pasting, cutting leaves, marking, and pocketing are also done here. It is estimated that 3,000 books a week are handled in the repair room.

LIBRARY PUBLICATIONS AND PUBLICITY.

Since January a weekly article has been prepared, listing in classified order the most important additions to the library and containing library news notes and announcements. This has appeared regularly on Saturday in the book page of the Evening Star, nearly every Saturday in the Post, and occasionally in the Times. The newspapers have also published much other matter about the activities of the library, either voluntarily or on request. For these courtesies cordial thanks are returned.

During the year the library has issued three brief selected and annotated reference lists, the first of a series which it is hoped to extend to cover many subjects of popular interest. Such lists are greatly appreciated by library users and for the subjects covered supply to some extent the place of a printed classed catalogue. The lists issued are: (1) Books on Gardening, prepared in the interest of school gardens and the work of the City Gardens Association; (2) Bird Books, recommended by the Audubon Society of the District of Columbia; (3) Summer Travel.

The library has also sold, at cost, copies of the Classified Catalogue of the Scientific and Technological Books prepared by a Committee of the Society for the Promotion of Engineering Education, and a list of a Thousand of the Best Novels, issued by the Newark, N. J., Public Library; and has distributed gratis to teachers copies of A Children's Library, compiled by Misses Prentice and Power, of the Cleveland Normal School. The library also distributes such publishers' advertising matter as the Century Company's St. Nicholas bookmarks and the Putnams' leaflets describing their Heroes of the *Nations and Story of the Nations* series.

It is greatly to be hoped that the library will be able to start in the coming autumn a regular monthly bulletin in which the accessions to the library shall be listed, each item to be accompanied by a descriptive note. Favorable consideration of such a project is recommended to the trustees.

EXHIBITIONS.

During the weeks preceding Christmas the library held an exhibition of books suited for Christmas gifts. Nearly all of the publishers cooperated by sending their publications, most of which were, however, afterwards purchased by the library. Many publishers sent original or separate illustrations and furnished copies of their Christmas catalogues for distribution. The library issued for free distribution a catalogue of the books included in the exhibition. Local booksellers, who stocked the books included, cooperated in printing and distributing the catalogue.

During the spring and summer the library has been holding an exhibition of travel pamphlets issued by the principal railway and steamship companies of the country. Most lines furnished quantities of their advertising matter for distribution, so that in effect the library conducted a summer-travel information bureau.

Both of these exhibitions were visited by many people who were very appreciative of them. Both are believed to be educational in character. The library not only circulates books, but should encourage the purchasing of the best books. As travel is a great educator, the distribution of the literature of travel, whether issued as advertisements or otherwise, may properly be undertaken by the library.

LIBRARY STAFF.

Without the cordial and sympathetic cooperation of an intelligent and enthusiastic staff it would have been impossible to accomplish the greatly increased work outlined in this report. A staff so inadequate in numbers could not have rendered service to the public that is believed will compare favorably with that given in other public libraries having larger proportionate staffs without such cooperation. Every member of the staff has at all times been more intent on accomplishing the one purpose of getting the books to the people than on gaining credit for himself or for the department to which he is assigned. The large and unexpected increase in circulation and the desire to render prompt and helpful service to the public have necessitated again and again the calling of assistants from other work to meet the demands of readers. But inasmuch as the supplying of most sought new books depends on their prompt purchase and cataloguing, the work of these departments must be kept up to date or disappointments follow. That the work has been kept up has meant that in many instances time needed for rest and recreation has been given to library work. In cases of illness, or during vacation seasons, or when any unexpected rush of work has come, the service has ever been too near the breaking point. All of this means that a considerable increase is needed simply to care for present business. But as the use of the library is constantly growing, and as there are so many lines of activity waiting to be taken up, a large increase in the staff is needed at once.

In a staff as large as this, including, with building force, 39 persons last year and 43 since July 1, there are sure to be many changes in the course of a year. Among them may be mentioned the resignation of Miss Harriet S. Eustis, assistant librarian, and Miss Mary D. Wightman and Mr. A. W. Tyler, both of the reading-room staff, and the appointment of Mr. Edmund L. Pearson as assistant librarian.

The library was represented officially by the librarian and unofficially by Misses Florence J. Heaton and Nellie B. Brown at the annual meeting of the American Library Association at St. Louis in October, 1904, and officially by the librarian at the A. L. A. meeting at Portland, Oreg., in July, 1905. The librarian is now chairman of the committee on bookbinding of the American Library Association. The librarian acted as president of the library department of the Religious Education Association, 1904-5, and gave an address on "The principles governing the choice of religious and theological books for public libraries" (Library Journal, March, 1905) at the Boston meeting in February, 1905. While in Boston he was invited to read a paper on "Library advertising" (Public Libraries, July, 1905) before the Massachusetts Library Club, and later read this same paper before the District of Columbia Library Association. The latter association regularly meets in the library's own lecture hall. Twelve members of the library staff are members of the association.

APPRENTICES AND STAFF TRAINING.

The frequent changes in the library staff, the need for a larger force, and the possibility that Congress might by appropriation authorize such increase and the recognition now universal among progressive librarians of the need for trained service enforced the necessity for looking forward to the filling of possible vacancies. The trustees adopted the plan by which all senior positions (those paying annual salaries of \$600 and upward) should, unless filled by promotion, be filled by candidates who are college and library school graduates; and that junior positions (under \$600), unless filled by promotion, should be filled by candidates who have served an apprenticeship in this library. This apprentice course, finally begun in January, is designed only for those who seek positions in this library, who are at least high-school graduates, who pass an examination conducted by the library, and who appear to have personal qualities that will lead to success in library work. The course is six months in length, during which time candidates have instruction and practice under supervision in all parts of the work of the library.

There were twelve persons admitted to the first examination; of the seven who passed, six presented themselves. Two of these were dropped, one obtained a position in another library, and the other three were appointed to the staff at the expiration of the apprentice period on July 1.

The instruction given to the apprentices was helpful, not only to them but also to the heads of departments who chiefly conducted it and to other members of the staff who availed themselves of it, so far as regular duties allowed. Besides the personal instruction given to each apprentice, a series of lectures was given by the librarian and each head of a department. These were followed by helpful discussions. The librarian also gave during much of the year monthly



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talks to the entire staff on the work of the library. Of late, weekly meetings of heads of departments and the librarian have been held. Professional interest on the part of the staff has been stimulated by reading the *Library Journal* and *Public Libraries*, extra copies of which are secured for staff use.

During the year the library was visited by teachers and students from the New York State Library School, the Pratt Institute Library School, the Drexel Institute Library School, and the Western Reserve University Library School. The members of the staff gained inspiration from meeting these visitors and from explaining the working of this library to them.

THE BUILDING FORCE.

Mention should not be omitted of the efficiency of the building force. Though inadequate in numbers this force has kept the building comfortable in winter and clean and presentable the year round. As the police protection given by the park and District police forces is inadequate, a certain amount of police duty has fallen to the engineer, fireman, and janitors. The engineer and fireman have been sworn as special officers. It is recommended that these officers and the janitors be provided with uniforms. As the police duty performed by the building force is additional to their regular work and as more adequate protection is needed in the late afternoon and evening and especially when the lecture hall is in use, it is recommended that the regular assignment of a member of the Metropolitan police force be secured for the building for the necessary hours; or, if that seems impracticable, that there be included in the library estimates provision for the employment of a library guard.

RECOMMENDATIONS.

It has already been pointed out that the Public Library is now established on a firm legislative foundation; but it is also true that, so far as appropriations are concerned, however firm that foundation, it is not sufficiently broad to enable the library to do the work that may reasonably be expected of a public library which seeks to minister to a population of 323,000. The library is only seven years old as a municipal foundation; this municipality therefore started its public library far later than most other Eastern cities. The President in his messages, the Commissioners in their reports and speeches, and many members of Congress have expressed the wish that the District of Columbia should be a model municipality. Such a wish can not be taken otherwise than to include the development of public educational agencies like the schools and the library. Even to bring library activities here to a point where they will equal those of other progressive cities of the country, to say nothing of enabling them to assume some of the functions of leadership, will require not simply gradual increases in the appropriations, but that immediately there be such an increase as will enable the library rapidly to enter the fields of activity that the libraries of other cities have long since occupied. The following are some of the most important particulars in which the library is deficient:

1. The library has not yet occupied the whole of its central building; without doing so it is unable to do the work that might be done

there. Its work for children is carried on in cramped quarters, while a large room especially adapted to the purpose awaits an enlarged force adequate to carry on the work. Periodicals are now displayed in the reference room, while there is a large room on the second floor designed for the purpose. The occupation of these rooms would make possible the use of the present reference room as a large open-shelf room, so much needed, and would provide a room for a special useful and fine-arts library. But to occupy this building will require an increased force, enlarged book funds, and an addition to the contingent fund.

2. No provision has yet been made to authorize the construction of the Carnegie branch buildings, in spite of the efforts put forth by the trustees. It is extremely desirable that the trustees gain the consent of Congress to build at least one branch during the coming year, and when that authority is secured an appropriation for stocking it with books should also be obtained.

3. Effective cooperative relations with the public schools should be entered upon. Especially an appropriation should be secured for establishing a system of school duplicates for home circulation through the schools and for use in vacation schools and playgrounds.

4. An extension of the school circulation plan would include home libraries, so successful in Pittsburg, and would provide books for private, parochial, and Sunday schools, for police and fire stations, for institutions, factories, department stores—for any and all agencies that will make it easy for all the people to get the books they need.

It is not expected that the library will be enabled to enter upon every one of these activities at once, but the experience of other progressive cities points to the need for all of them, and it is believed that strenuous efforts should be put forth to occupy this whole field as soon as possible.

Limiting the estimates to what is recommended for the next session's appropriations, the following needs are specified:

I. Library and building force:

1. Administration—

Librarian.....	\$4,000
Assistant librarian.....	1,500
Librarian's secretary (now called stenographer and typewriter)....	900
Copyist.....	480
Messenger.....	360

2. Book order department—

Chief.....	900
Assistant.....	540
Assistant (new).....	480
Assistant (new).....	360
Page (new).....	240

3. Catalogue department—

Head cataloguer.....	900
Cataloguer.....	720
Cataloguer (new).....	720
Cataloguer.....	600
Three cataloguers (now called temporary cataloguers), at \$540....	1,620

4. Binding (preparation of books for binding—

Assistant.....	600
Collator (new).....	360

I. Library and building force—Continued.

5. Reference department—

Assistant (reader's adviser).....	\$900
Assistant.....	720
Assistant (new).....	720
Assistant.....	540
Two pages (new), at \$240.....	480

6. Periodicals department—

Chief.....	600
Assistant (new).....	480
Page (new).....	240

7. Children's department, including work with schools—

Children's librarian.....	1,000
Assistant (new) for school work.....	720
Assistant.....	720
Two attendants (new), at \$480.....	960
Attendant (new).....	360
Two pages (new), at \$240.....	480

8. Circulation department—

Chief (new).....	1,000
Assistant.....	720
Assistant (new).....	600
Attendant (new).....	540
Two attendants, at \$480.....	960
Five attendants, at \$360.....	1,800
Four attendants (new), at \$360.....	1,440
Messenger.....	360
Messenger (new).....	360
Five pages, at \$240.....	1,200

9. Building force—

Engineer.....	900
Fireman.....	540
Workman.....	480
Two cloak-room attendants (new), at \$360.....	720
Two janitors, at \$480.....	960
Four charwomen, at \$180.....	720
Two charwomen (new), at \$180.....	360
Special officer for police duty.....	720

Only if all the assistants enumerated are granted will it be possible to open all parts of the library and to carry on the increased work that is sure to come with such spreading out over the entire building. It should also provide for taking up a certain amount of work with schools. It makes only moderate provision for taking care of the circulation, so that if the present rate of increase continues it may easily prove too great by July 1, 1906, for the circulating staff as recommended.

II. Sunday opening..... 1,700

The results during the first few weeks (from July 1, 1905) amply justify the continuance of the appropriation.

III. Purchase of books, the regular annual book fund, not less than..... 15,000

The rapid increase in circulation, the need for extensive duplication, the increase in cost of nearly all books through the operation of the net-price system, the need for buying many technical books on industrial subjects, the desirability of extending the periodical list, the demand for newspapers, all indicate this as the sum which is required each year for a book fund.

IV. For binding..... 4,000

The rapid increase in the circulation, the increasingly poor quality of publishers' bindings, and the growing repair work paid for from this fund call for its being increased.

V. For fuel, lighting, fitting up building, and other contingent expenses..... 7,000

Already the present contingent fund is meager. The use of greater portions of the building require, and will continue to require, more heat and light. The increase of \$1,000 is moderate

It should be pointed out that these estimates are in every case conservative—understatements of what could be used to advantage to the library. They are not estimates presented with the expectation that they may properly be scaled down, but statements of actual requirements, in most cases rather of crying needs.

IMPROVEMENT OF BUILDING.

The fitting up of the staff luncheon room has been greatly appreciated by the library employees. The building might be still further improved and the library service facilitated by securing the following:

1. System of interior telephones, with 12 telephones at the start and a possible maximum of 20. The cost of the system installed complete would be about \$460. The expense thereafter would be slight, but its convenience great.

2. Electric drive for running ventilating fan when the fires are out. This should greatly increase the comfort of the building during the summer. When the children's room in the basement is occupied, something of the kind must be done to keep that room dry. The cost would be about \$365.

3. Electric stereopticon for lecture room. As the use of this room increases, it becomes more and more desirable to have it equipped with a lantern. A large proportion of the lectures given there last season were illustrated. This necessitated putting in the apparatus on each occasion. The cost would be about \$430.

In concluding this report to your honorable body the librarian desires to state that his first year's service to the citizens of the District of Columbia with and for the trustees has been exceedingly pleasant. From them he has at all times had sympathetic interest and cordial support. For the confidence thus intrusted he wishes to return hearty thanks.

Respectfully submitted.

GEORGE F. BOWERMAN,
Librarian.

The TRUSTEES OF THE PUBLIC LIBRARY.

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EXTRACTS FROM REPORTS OF DEPARTMENTS.

Preceding the preparation of the foregoing report of the librarian, the heads of the various departments of the library service submitted detailed descriptive and statistical statements. Herewith are given the tables thus presented, together with extracts from the statements covering matters which are either omitted from the librarian's report or are only briefly treated in it. Where few extracts are given from a departmental report, therefore, a considerable portion of such report has been incorporated in the librarian's report.

ISSUE DEPARTMENT.

The chief of the issue department, Miss Grace B. Finney, reports as follows concerning the registration and home circulation:

REGISTRATION.

The number of cards in force on June 30, 1904, was 33,988, as against 38,779 on June 30, 1905. This shows a gain of 4,791. During the year 10,614 registered and the number of cards issued, including 9,486 nonfiction cards, was 20,100.

A number of changes have been made during the past six months. The hours of registration during the first half of the fiscal year were limited, but persons may now register any time during the hours the circulating department is open. Cards are issued to children 10 years of age, the former age limit being 12 years. Nonfiction cards, which were restricted to teachers and students are now issued to all card holders. Teachers and clergymen have the privilege of drawing ten books at a time on a teacher's card, while a special privilege card is issued to others desiring more than two books on giving sufficient reasons for the application. Strangers may register by making a deposit of a sum of money, and thirty-three have availed themselves of this privilege. Owing to the small number of assistants in the circulating department, borrowers receive their cards two days from the date of registering, though a temporary card is always issued at once where the borrower makes the request. On Sunday, since July 1, 1905, cards are issued at once to applicants who need no guarantor, and it is hoped to have sufficient help in the near future to be able to do this at all times.

Statistical report of the registration department, July 1, 1904, to June 30, 1905.

Total number cards in force June 30, 1904.....	33, 988
Additions:	
New issues.....	8, 833
Reissues.....	1, 781
Total.....	10, 614
Nonfiction cards.....	9, 486
Number of cards issued.....	20, 100
Deductions:	
Expired to date.....	5, 420
Left town.....	363
Deceased.....	31
Canceled.....	19
Total.....	5, 833
Net registration.....	4, 781
Gross registration, June 30, 1905.....	44, 602
Total number of cards in force June 30, 1905.....	38, 779
Average registration per day.....	34
Lost cards:	
Reported lost.....	1, 590
Duplicates made.....	807
Duplicates charged.....	807
Amount realized.....	\$80. 70
Delinquent notices.....	10, 838

HOME CIRCULATION.

For the purpose of ready comparison, the details relating to some parts of the circulation in each of the last two years are here brought together.

	1903-4.	1904-5.
Total circulation (including Neighborhood House and schools)	278,188	353,114
Circulation central library	276,883	340,991
Average daily circulation	906	1,146
Average monthly circulation	23,182	29,426
Monthly increase		6,244
Yearly increase		74,926
Number of days open	307	306

The number of books added to the duplicate collection during the year was 504. The number transferred to the free shelves has been 307, making the net strength of the collection 374. The money received amounts to \$540.85.

The charge of 10 cents a week was reduced to 5 cents to meet popular demand. While a book must circulate twice as often, the collection is more popular, books circulate more frequently, and the demand is always in excess of the number of books. These pay copies may be reserved, and it is no unusual thing to have 20 reserves on file at one time for a new popular work of fiction. Where 10 copies of a popular book are purchased, 6 copies are placed on the duplicate shelf and 4 made free at once. The experiment of placing certain popular nonfiction on the duplicate list was again tried the past winter with satisfactory results. The books have been more expensive than the fiction, requiring longer to circulate to pay for themselves; but their popularity has been proved by the copies always being in circulation. One or more pay copies of the books in this collection may be taken in addition to the two books and the periodicals which may be charged on a card in the regular way.

A feature established during the year has been the cooperation of the health department with the library in locating books in homes where contagious diseases have developed, thus preventing any possibility of diseases being spread through the circulation of books from the library.

A daily report is mailed from the health department giving the names, addresses, and diseases. These notices are carefully searched out in our records, and if a name other than those given us by the department is found bearing the address of a house given in the notice, the person is asked to notify the librarian at once if any library books are in the house. If so, not to return the book until the house and book have been thoroughly fumigated by the health officer. All fines are remitted on books taken by borrowers where houses are subjected to quarantine. All books are fumigated or destroyed, at the discretion of the health officer. Where such control is exercised, the danger of the spread of a contagious disease through library books is greatly reduced.

Circulation by months and classes from July 1, 1904, to June 30, 1905.

1904.

1905.

Monthly statement of fines, etc., from July 1, 1904, to June 30, 1905.

	1904.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Fines.....	\$118.34	\$122.16	\$113.56	\$124.68	\$150.74	\$207.75
Duplicate collection.....	28.90	23.35	17.75	21.80	29.95	36.25
Reserves.....	1.00	.62	1.32	2.46	3.65	3.14
Books lost and injured.....	6.95	4.84	3.43	3.00	5.13	4.91
Reissued cards.....	4.80	3.80	5.00	8.60	7.50	6.40
Money found in building.....					2.25	
Total.....	159.99	154.77	141.06	160.54	199.22	258.45

	1905.						Total.
	Jan.	Feb.	Mar.	Apr.	May.	June.	
Fines.....	\$167.82	\$159.34	\$190.41	\$197.94	\$202.97	\$219.39	\$1,975.10
Duplicate collection.....	37.05	44.65	77.80	77.65	77.50	68.20	540.85
Reserves.....	5.40	6.02	7.06	5.78	3.82	2.80	43.07
Books lost and injured.....	3.90	4.53	5.28	2.30	5.67	9.82	59.76
Reissued cards.....	9.70	7.20	8.30	6.20	7.10	6.10	80.70
Sale of catalogues.....			1.10		.55	.80	2.45
Money found in building.....							2.25
Total.....	223.87	221.74	289.95	289.87	297.61	307.11	2,704.18

REFERENCE WORK.

Edmund L. Pearson, assistant librarian, reports as follows on the reference department:

The appended tables give the figures for the number of persons using the reading room and the number of books which they had brought from other parts of the library for their use. It is not practicable to keep any record of the use of reference books: that is, of books already in the room. A table showing the highest and lowest figures by the month and by the single day is also appended.

The use of the reading room is increasing like that of other parts of the library. March, 1905, shows 7,526 readers, against 6,018 for March, 1904, and June, 1905, has 5,515, against 4,666 for June, 1904. What is of far greater importance, the quality of the work done there is, in my opinion, improving. I estimate that 60 per cent of the people who use the reading room, read for recreation the current and bound magazines, and that the remaining 40 per cent study more or less seriously. These students include pupils from the schools, members of literary clubs, clergymen, Government employees (many come from the Patent Office, for example), and men and women of leisure who come in to look up casual references. Large use is also made of technical books and periodicals. While the reference facilities can not and are not intended to compete with those of the Library of Congress, the generally accessible location of our library, its conjunction with a circulating department, and the fact that intimate personal attention is possible help to make the reference department useful and important to the District. It is possible here to bring our entire resources on certain subjects to the reading room for examination. There is every reason to expect next winter's use of the reading room to be even wider and more useful. The cooperation with the schools and with study clubs, outlined in your circular letter, should have this result.

Visitors to Reference Room.

Date.	Readers.	Books.	Date.	Readers.	Books.
1904.			1905.		
July.....	4,515	687	January.....	7,114	1,851
August.....	4,284	847	February.....	6,546	1,614
September.....	5,203	1,056	March.....	7,526	1,782
October.....	6,568	1,428	April.....	7,046	1,646
November.....	6,755	1,310	May.....	6,558	1,595
December.....	6,666	1,394	June.....	5,515	1,128
			Total.....	74,296	16,338
			Average.....	6,191.33	1,361.5

Miscellaneous statistics.

	Monthly.		Daily.	
	Date.	Number.	Date.	Number.
Greatest number of readers.....	March...	7,528	Mar. 21	395
Smallest number of readers.....	August...	4,284	Sept. 3	37
Greatest number of books used.....	January...	1,851	Jan. 18	160
Smallest number of books used.....	July.....	687	Sept. 3	1

CHILDREN'S DEPARTMENT.

Miss Florence J. Heaton, children's librarian, reports on the work of the young people's department as follows:

During the year the circulation of books from the children's room was 73,973, an increase over last year of 25,695, or 53.18 per cent.

Notwithstanding the increase in the volume of circulation, there was a decrease of 16 per cent in the circulation of fiction. This was due in part to extending to the children the privilege, already enjoyed by adults, of the use of the nonfiction cards in addition to their regular cards.

The fiction per cent, 67.38, seems larger than it really is, in view of the fact that 15 per cent consists of fairy tales, which in most libraries are classified in folklore.

The following table records the circulation of juvenile books from the main library:

Circulation, by months and classes, from July 1, 1904, to June 30, 1905.

Class.	1904.							
	July.	Aug.	Sept.	Oct.	Nov.	Dec.		
Philosophy and religion.....	20	16	37	49	58	85		
Biography.....	68	57	131	197	218	235		
History and travel.....	134	108	238	422	680	640		
Social science.....	13	11	40	49	50	55		
Natural science.....	77	61	104	163	156	185		
Useful arts.....	36	28	71	60	99	138		
Recreations and fine arts.....	71	54	74	77	94	109		
Literature.....	157	144	212	266	519	672		
Periodicals.....	12	10	9	28	38	29		
Total nonfiction.....	588	489	916	1,311	1,912	2,148		
Fiction.....	3,888	3,512	3,046	2,945	3,734	3,911		
Total.....	4,476	4,001	3,962	4,256	5,646	6,059		
Fiction, per cent.....	86.86	87.77	76.88	69.19	66.11	64.54		
Average daily circulation.....	179	148	158	164	226	233		
Approximate number of visitors...	4,640	4,722	4,311	4,837	6,932	6,856		

Class.	1905.						Total.	Per cent.
	Jan.	Feb.	Mar.	Apr.	May.	June.		
Philosophy and religion.....	95	104	147	129	114	113	967	1.31
Biography.....	300	416	444	356	322	243	2,987	4.04
History and travel.....	851	1,238	1,171	896	761	596	7,735	10.46
Social science.....	75	71	71	70	51	38	594	.80
Natural science.....	224	262	323	286	245	195	2,281	3.08
Useful arts.....	140	138	153	128	104	115	1,210	1.64
Recreations and fine arts.....	105	146	169	171	172	158	1,400	1.89
Literature.....	683	738	842	647	597	547	6,024	8.14
Periodicals.....	60	93	177	173	148	158	935	1.26
Total nonfiction.....	2,533	3,206	3,497	2,856	2,514	2,163	24,133	32.62
Fiction.....	4,678	5,182	5,325	5,026	4,344	4,249	49,840	67.38
Total.....	7,211	8,388	8,822	7,882	6,858	6,412	73,973	100.00
Fiction, per cent.....	64.87	62.25	60.36	63.76	63.34	66.26		
Average daily circulation.....	288	373	339	315	264	247	243	
Approximate number of visitors...	7,631	8,799	8,420	9,416	7,243	6,995	80,802	

In addition to the circulation of 73,973 from the main children's room, the juvenile books circulated from Neighborhood House numbered 1,979, making the total circulation of children's books 75,952.

There has been a noticeable improvement in the quality of books read and chosen. The children have free access to open shelves containing a carefully selected collection, estimated at 7,600 volumes. No book is placed in the children's room until it has been critically read and approved by the librarians in charge.

As far as our limited force permits, personal supervision is given to the children's reading.

Bulletin boards have been added to the room, on which pictures and book lists are posted from time to time with the view of drawing attention to the best books and making the room attractive. The special subjects illustrated by picture exhibits were as follows:

Books about the United States Navy, Thanksgiving, Christmas, Decoration Day, Fourth of July, George Washington, Abraham Lincoln, cat and dog stories, Japan and Russia, Theodore Roosevelt, Shakespeare, Charles Dickens.

The telling of stories has proved to be one of the most successful methods of introducing children to the best literature. During the winter months a series of stories from Norse mythology and the Niebelungen Lied were told to boys and girls over 10 years. The younger children listened to simpler tales from Scandinavian folklore.

For the boys and girls who are in the transition stage from the children's to the adult department a reading club has been organized to take the place of the story hour. The meetings this year were spent in the study of Norse mythology and readings from Dickens.

The library was glad to cooperate with the Audubon Society in making possible a series of Saturday morning bird talks to young people. The following is a list of the lecturers and their subjects: Mrs. L. W. Maynard, "April Birds;" Prof. Wells W. Cook, "Travels of Birds;" Arthur H. Howell, "Bird Homes;" Judge Job Barnard, "Birds of Maine."

Daily during April and May the library received from Professor Cook, of the Department of Agriculture, lists of bird arrivals. These lists, illustrated by colored bird pictures, were bulletined as received.

To supply a growing demand on the part of the teachers and normal students, as well as the children, for information concerning particular plants or animals, an index to the nature books, including references to stories and poems, is being prepared.

Teachers, parents, and children were gratified by a reduction of the minimum age limit for card holders from 12 to 10 years. Now, children under 10 ask for and should have suitable books, and if we are to cooperate successfully with the public schools we must grant the request of the primary teachers to give borrowers' cards to all who can satisfactorily fill out an application blank. To-day a library that limits the age of a borrower is considered antiquated. Libraries successful in children's work have long since abolished a minimum age limit.

In proportion to the increasing demand for juvenile books, the supply is inadequate. There is urgent need for duplication of the best books.

Because of the lack of funds it was impossible to open the larger children's room in the basement. We need money for its equipment, a catalogue of the juvenile books, pictures for bulletin work, permanent wall pictures, our book fund doubled, four additional assistants, and two pages.

In addition to the requirements of the children's room at the main library, there must be books and assistants to supervise their distribution to the schools remote from the library, to the public playgrounds, to deposit stations, and to club centers among those children who live a great distance from the library.

NEIGHBORHOOD HOUSE STATION.

Miss Emily A. Spilman, librarian of Neighborhood House Station, reports as follows:

On July 1, 1904, Mrs. Shaw resigned the work at Neighborhood House on account of her removal from the city. During the year in which I have had charge of the library 199 persons have registered and 2,684 volumes have been circulated. Of these 1,979 were juvenile books. In the six months from January to July there was an increase of 319 over the corresponding months of last year, although the number of hours the library was open each week was less than during the winter before. The experiment at Neighborhood House has proved a success. The children read more and better books and are more quiet and orderly. It is possible now to give out 85 books in an hour, whereas a year ago to keep order and give out 18 or 20 would have been exhausting work.

The Dead Letter Office has supplied the library with a number of magazines. These have been distributed to the children for the use of their parents, have provided good reading matter for the children themselves, and have possibly gone to swell the "population statistics" of the paper doll families.

Many of the children are claiming the privilege of the library for their fathers and mothers, and bring them in to see and select books. In the fall we hope to have a reading room, as well as our circulating library. This, I think, will attract more of the older people to the library and make it a means of help, as well as of amusement.

The magazines taken from circulation in the central library will be valuable in our reading room. Although not of the current month, they come regularly and make complete files of the more popular magazines.

In the fall the library was moved from a small room in the basement of Mrs. Weller's house to much larger quarters in the Barney Neighborhood Clubhouse. During the winter the boys have made a complete set of shelves for the library, so our shelving capacity is much greater than it was at first. In November there were supplied from the central library about 275 volumes. The books were new and attractive, and included many duplicates of the children's favorites, with many titles for very little readers.

I have received much assistance during the year from members of the Public Library staff, Miss Finney and Miss Buynitzky helping regularly on alternate Monday evenings, and Miss Stoek on Saturday afternoons. Miss Sellers also came down a number of times on Saturdays.

Circulation by months and classes from July 1, 1904, to July 1, 1905.

	1904.						1905.						Total.
	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	
Philosophy and religion.....								2	4	2			8
Biography.....	1	3	7	6	3	5	3	7	14	3	1	2	55
History.....	6	7	8	15	18	10	12	12	2	10	14	3	117
Social science.....						1	2	4	3	1			11
Natural science.....			1	4	4	1	2		1	1			14
Useful arts.....	2	5	1	3	1	3	6	10	9	4	3	1	48
Recreation and fine arts.....			1	7	1	3	5	2	2	6	1	1	29
Literature.....		7	9	6	10	4	7	4	13	7	7	25	99
Fiction.....	106	101	130	159	220	181	240	324	279	202	208	153	2,303
Total.....	115	123	157	200	257	208	277	365	327	236	234	185	2,684

CATALOGUE DEPARTMENT.

From the report of Miss Emily A. Spilman, head cataloguer, the following extracts are given:

Since the last report 11,215 volumes have been classified and catalogued and 11,843 new cards added to the official catalogue. The following table gives the record of cards written and volumes finished each month of the fiscal year. The average number of books shelf-listed each month was 1,000.

Month.	Cards written.	Volumes finished.	Month.	Cards written.	Volumes finished.
1904.			1905.		
July.....	1,807	935	January.....	1,406	829
August.....	510	212	February.....	1,392	1,064
September.....	514	244	March.....	800	1,234
October.....	802	1,438	April.....	1,432	953
November.....	610	1,033	May.....	899	1,369
December.....	829	846	June.....	833	1,058
			Total.....	11,843	11,215

These statistics do not convey any idea of the amount of work done in the division. The number of new cards, for instance, is less than half the number actually written. Every card is duplicated for the public catalogue, and a third set of cards made for foreign literature and music. Added entries and changes of any kind made on the official cards involve withdrawal of cards from both catalogues, changing, and refileing. Books discarded is another item that counts for the expenditure of much time. The record for each volume has to be marked in every library register. Shelf-list and catalogue cards are *withdrawn for titles no longer represented on the shelves.* These cards are filed in another

Public Library District of Columbia, 1905.



LOBBY, SECOND FLOOR.

place, forming a catalogue of books worn-out, lost, etc., and can be used again when the book is replaced. Some of the changes made and work accomplished are as follows: October 1 we began to use Library of Congress cards in our cataloguing and to have our catalogue cards made on the typewriter, instead of hand written. About this time it was decided to omit the author mark from fiction, arranging it on the shelves alphabetically by author and title. This change involved also a change in making of book cards and pockets. After experiments in the charging it was decided to use on the top line of the book card the author's last name, followed by the accession number; title on second line. On pocket, author's name: below that the first letter of the title and accession number. This method has worked out well in the charging, and the marking of the old fiction is being changed as rapidly as possible.

January 1, when I took charge of the division, the order of work was changed and a quicker handling of the books secured. We commenced at this time to use a typewriter for making the shelf-list cards. When it is necessary to have a book put quickly into circulation, a slip marked "Rush" is placed in the book in the order division. When books containing these "rush slips" are sent to the catalogue division all other work is dropped, and the books literally "rushed through." The quickest time record made on a "rush book" was fifteen minutes from the accessioneer to the borrower. The longest time taken for a book of this kind, one day. Another way of getting a book quickly into circulation is making a temporary entry in the catalogue. This is only done when Library of Congress cards can be obtained for the book.

For reference books we are omitting the call mark from the face of the cards for the public catalogue and substituting a red "R" in its place. The call mark is put on the reverse of the card for the convenience of library assistants. Another change is the omission of the imprint on cards for fiction in the public catalogue. The advantage gained is that the cards need never be changed or rewritten.

The number of cards sent by the Library of Congress for the depository catalogue has greatly increased. Four or five packages of cards a week are received, each package containing about 500 cards. In addition to the regular Library of Congress supply, 3,000 cards printed for the Agricultural Department and now included in deposition sets were received. These cards must be arranged and filed, and the time consumed is a serious item in the work of the division.

ORDER DEPARTMENT.

From the report of Miss Mary S. Sellers, chief of the order department, the following is selected:

The total number of books accessioned during the year was 11,321, including 2,310 gifts. The actual number of volumes purchased was 9,011, at an approximate cost of \$10,000.

The greatest amount of work was accomplished during the last six months of the year after new methods adopted had been tested.

Greater care has been taken in the duplication of popular books. The library has been aided in the choice of these by the "out slips." Readers, too, have been encouraged more during this year in making requests for books, which were bought whenever possible. Clubs were invited to furnish lists of books desired to meet their needs. These were checked up and books not already in the library were purchased if practicable. A system of "rushing through" books specially asked for by readers has been instituted with gratifying results.

In January, 1905, the work of this department becoming too strenuous for one assistant, which was all there could be supplied from the force, it became apparent that time could be saved by dropping the ledger accession book and substituting the order card as a permanent record. This was made possible by the fact that certain entries in the accession book, such as paging, size, and binding, when other than cloth, had already been considered as superfluous.

The new scheme for accessioning is in detail as follows:

When the books are received, they are checked off with the bills and order cards and the accession numbers are stamped on the books and order cards. The cards carry all the information carried in the accession book, except the binding. This item is added when other than cloth. Each day as the books are catalogued and the catalogue cards are filed in the official catalogue, the duplicate cards (those made for the public catalogue) are sent to the order department. The order cards are withdrawn from the order lists where they have served as a record until the official cards were filed, and they are then filed in a separate case according to number. When one card has an order for more than one copy of a book and these copies are received on different dates, the first copy or copies received are stamped on the original card. A duplicate card for the others as they come in is made with reference to the original card. A book having more than one volume carries on the face of the card the inclusive accession numbers. All gifts and books received in other ways than purchase have

cards written for them. The time of one person is practically saved by having the accessioning done in this way.

The only additional process necessitated by the new scheme is the stamping of the books and cards with the accession numbers. In the case of books added to the duplicate collection and gifts, a separate record is kept as the books are accessioned.

Gifts have increased to a remarkable degree and no little time has been spent in acknowledging them. Although all gifts are accepted, it does not necessarily follow that all are accessioned. Only those which it is thought will be of use to the library are entered, but all are considered.

With the addition of one assistant, who received the books, more time has been given to searching the catalogue. Every duplicate and every new book has been added only after careful consideration of its usefulness to the library.

Appended is the list of donors and of periodicals regularly given.

List of gifts, 1904-5.

A.—TECHNICAL PERIODICALS PURCHASED FROM THE HENRY PASTOR MEMORIAL FUND.

American Architect.	Ice and Refrigeration.
American Engineer and Railway Journal.	Inland Printer.
American Machinist.	International Bookbinder.
Architectural Record.	Iron Age.
Architecture.	Irrigation Age.
Business World.	Machinery.
Carpentry and Building.	Marine Engineering.
Cassier's Magazine.	Marine Review.
Cement.	Municipal Engineering.
Country Gentleman.	Municipal Journal and Engineer.
Electrical Age.	Photographic Times.
Electrical World and Engineer.	Power.
Electro-Chemical and Metallurgical Industry.	Printing Art.
Engineering Magazine.	Railroad Gazette.
Engineering News.	Railroad Master Mechanic.
Engineering Record.	Railway Age.
Engineering Review.	Railway and Engineering Review.
Forestry and Irrigation.	Sibley Journal.
Foundry.	Street Railway Journal.
Horseless Age.	

B.—PERIODICALS PURCHASED FROM THE WOMAN'S ANTHROPOLOGICAL SOCIETY FUND.

American Anthropologist.	Journal of American Folk-lore.
American Antiquarian and Oriental Journal.	Mind.
American Journal of Archæology.	Records of the Past.
Folk-lore.	

C.—OTHER PERIODICALS REGULARLY GIVEN.

American Annals of the Deaf.....	Dr. E. A. Fay.
Animal's Defender.....	Publishers.
Arena.....	Publishers.
Army List and Directory.....	U. S. War Department.
Association Review.....	Publishers.
Boston Ideas.....	Publishers.
Brewer's Journal.....	Publishers.
Bulletin of Bibliography.....	Publishers.
Bulletin of the Bureau of Standards.....	U. S. Department of Commerce and Labor.
Bulletin of the Labor Bureau.....	U. S. Department of Commerce and Labor.
Catholic University Bulletin.....	Publishers.
Christian Cynosure.....	Publishers.
Christian Register.....	American Unitarian Association.
Christian Science Journal.....	Local distribution committee.
Christian Science Sentinel.....	Local distribution committee.
Congressional Record.....	Hon. L. H. Ball.
Consular Reports, daily and monthly.....	U. S. Department of Commerce and Labor.
Diplomatic List.....	U. S. Department of State.
Florence Crittenton Magazine.....	Publishers.

Herald of the Cross.....	Publishers.
Herald of the Golden Age.....	Publishers.
Machinist's Monthly Journal.....	Publishers.
Monthly Bulletin of the International Bureau of American Republics.....	International Bureau of American Republics.
Monthly Summary of Commerce and Finance.....	U. S. Department of Commerce and Labor.
Monthly Weather Review.....	U. S. Department of Agriculture.
Motor Way.....	Publishers.
National Hibernian.....	Publishers.
New Century Path.....	Miss Corbin.
New Church Review.....	Publishers.
New World (Uj Világ).....	Publishers.
Parthenon.....	Publishers.
Pathfinder.....	Publishers.
Postal Record.....	Publishers.
Protest.....	Publishers.
Public Documents Catalogue.....	U. S. Superintendent of Documents.
Public Policy.....	Publishers.
Scranton Board of Trade Journal.....	Publishers.
Washington Courier.....	Publishers.
Washington Evening Star.....	Publishers.
Washington Medical Annals.....	Medical Society of the District of Columbia.
Washington News Letter.....	Publishers.
Washington Times.....	Publishers.

D.—LIBRARIES REGULARLY SENDING BULLETINS.

Atlanta, Ga., Carnegie Library.	New York Mercantile Library.
Brockton, Mass., Public Library.	Norwich, Conn., Norwich Library and the Peck Library.
Brooklyn, Pratt Institute Free Library.	Omaha Public Library.
Brooklyn Public Library.	Peabody, Mass., Peabody Institute Library.
Chicago Public Library.	Portland, Oreg., Library Association.
Cleveland Public Library.	Providence, R. I., Athenæum.
Denver Public Library.	Quincy, Ill., Free Public Library.
Detroit Public Library.	St. Joseph, Mo., Free Public Library.
Grand Rapids Public Library.	St. Louis Public Library.
Haverhill, Mass., Public Library.	Salem, Mass., Public Library.
Indianapolis Public Library.	San Francisco Public Library.
Iowa Masonic Library.	Scranton, Pa., Public Library.
Jersey City Public Library.	Seattle Public Library.
Minnesota Public Library Commission.	Springfield, Mass., City Library.
New Bedford, Mass., Free Public Library.	Tacoma Public Library.
New Haven, Conn., Free Public Library.	Wilkes-Barre, Pa., Osterhout Free Library.
Newark, N. J., Free Public Library.	Wilmington, Del., Institute Free Library.
Newburyport Public Library.	Wisconsin Free Library Commission.
New York Public Library.	

Miscellaneous donations, 1904-5.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Alfred University, Alfred, N. Y.....		2	1	
Allegheny, Pa., Carnegie Free Library.....			1	
Allen, Waller.....	1			
American Book Co., New York.....	34		6	
American Chemical Society.....				1
American Civic Association.....			2	
American Colonization Society.....			1	
American Peace Society.....		1		
American Type Founders Co.....	1			
Andrews, Miss Caroline E.....		1		
Antioch College.....		1		
Arizona, department of interior.....	1			
Armstrong, Miss.....				14
Association of American Physicians.....		1		
Atlanta, Ga., Carnegie Library.....			1	
Babine, M. A. V.....		2		
Badger, Richard C., Boston, Mass.....	1			
Baldwin, W. H.....	1			
Ball, Hon. L. H.....	5	1		
Baltimore, Md., Enoch Pratt Library.....		1		

Miscellaneous donations, 1904-5—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Barnhart Bros. & Spindler, Chicago, Ill.	1			
Barrows, Hon. S. J., New York City	7		4	9
Belleville, Ill., Public Library			1	
Benham, Mary A.	1			
Bethlehem Steel Co.				3
Biddle, Col. John	37	11	1	
Birney, William	1			
Blye, E. F.	31			
Boston Athenæum			1	
Boston Public Library		1	1	
Bowdoin College, Brunswick, Me			1	
Bowerman, George F.	1	1	25	2
Bradford, Pa., Carnegie Public Library			1	
Braendle, Fred J.			1	
Bristol, England, Public Libraries			1	
Brockton, Mass., Public Library			2	
Brookline, Mass., Public Library		1		
Brooklyn, N. Y., Public Library			3	
Brown, Henry J., London	1			
Brown & Sharpe, Providence, R. I.	1			
Buchanan, Mrs. Roberdeau	6			
Buffalo Public Library			3	
Burlington, Vt., Fletcher Free Library			1	
Burns, W. S.	2			
Butler, W. H.	98	2		2
Cadwallader, Starr, Detroit, Mich.			1	
Campbell, Mrs. Annie	9	1		
Canadian Year Book Publishers		1		
California, University of, Berkeley, Cal.			1	
Campbell, Miss Anna	3	3		
Carey, Arthur A., Portsmouth, N. H.			2	
Carnegie Institution of Washington		1		
Carter, Mary D.	1			
Catholic University of America		2	1	
Century Co., New York (1,000 book marks)	9			
Charlotte, N. C., Carnegie Library			2	
Chautauqua Institution			4	
Chemical Society of Washington				9
Chezum, H. F.		7		50
Chicago park commission	1			
Chicago, University of		2		
Chicago, Ill., John Crerar Public Library		4	4	
Chicago Municipal Library			3	
Chicago Newberry Library			1	
Chicago Public Library			3	
Choral Society	5			
Christian Science literature distribution, joint committee of	4			
Cincinnati, Ohio, Public Library		1	1	
Cincinnati, University of			1	
Clark, Miss E. M.	3		9	
Colonial Wars, District of Columbia Society	1			
Colorado, University of		1		
Columbia Historical Society	1			
Columbus, Ohio, Public Library			1	
Columbus, Ohio, Public School Library			1	
Connecticut, bureau of labor statistics	1			
Consumers' League, New York			2	
Corbin, Miss E. A.	1			
Cornell University, Ithaca, N. Y.		1		
Cortina, H. D., Co., New York	13	1	2	
Cosmos Club	4			
Courts, James C.			14	
Cousins, Rev. E. M., Thomaston, Me		1		
Cox, W. V.	1			
Cromwell, J. W.			2	
Cuban legation		3		
Currier, Dr. Charles Warren	1			
Dante, Miss Lulu M.	1			
Darling, F. A.	1			
Davenport, Iowa, Public Library			1	
Davis, Garrett M.	2			
Dayton, Ohio, Public Library and Museum			2	
Delano, L. M. (also 75 miscellaneous)	57	6		
Delaware State Library commission			8	
Denver Public Library		1		
Detroit Public Library			1	
Desha, Miss Mary	1			
District of Columbia, board of education	3		2	
District of Columbia, engineer department		1		
District of Columbia, health department	8			
District of Columbia, insurance department	2			
District of Columbia, police department	7	7	5	
District of Columbia Library Association	2			

Miscellaneous donations, 1904-5—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Doubleday, Page & Co., New York.....	4			
Dubuque, Iowa, Carnegie-Stout Library.....			1	
Durand, E. D., Bureau of Corporations.....		2		
Episcopal Eye, Ear, and Throat Hospital.....			2	
Erck, Miss.....	4	2		
Evans, Miss Dolly.....	1			
Evans, Henry Ridgely.....	2			
Evanston, Ill., Free Public Library.....			1	
Everman, B. W.....			1	
Ewing, Wm. C., Yonkers, N. Y.....			1	
Executive committee patent centennial.....	1			
Fay, Edward Allen.....	1			
Fisher, Mrs.....	30			
Fitzpatrick, F. W.....			1	
Fletcher, Miss Alice C.....			32	68
Flynn, Mrs. Emily A.....	7	38		
Ford, Worthington C.....	110	11	13	2
Fowler, Stanley G.....	1			
Gallinger, Hon. Jacob H.....	2			
Gangewer, A. M.....	2			
Garrett, Miss Mary, Philadelphia.....			1	
Gates, Merrill E.....	1			
Gensler, H. J.....	18			
George Washington University.....		6	1	
Gidelman, Miss Fannie.....	1			
Gilman, Miss Fannie.....				1
Gitt, Mrs. David L.....		1		
Gloversville, N. Y., Free Library.....			1	
Grand Rapids, Mich., Public Library.....			3	
Grout, Edward M., comptroller, New York.....	1	1		
Guilford, Mrs. William.....				10
Guy, Edward A.....			1	
Haferkorn, H. E., St. Paul, Minn.....		1		
Halderman, Gen. John A.....	1			
Halsted, Mrs. John J.....	38			
Hamilton, Frank.....	6			
Hamilton County, Ohio, Taxpayers' Association.....			1	
Harries, Gen. G. H.....	1			
Harrington, George D., Lexington, Mass.....			1	
Harrison, Carter H., Chicago, Ill.....	1			
Hart, Edgar.....	1			
Harvard University, Cambridge, Mass.....	1	1	1	
Harvey, Mrs. E. J.....	52			1
Haverhill, Mass., Public Library.....			2	
Hawaii, board of health.....			2	
Hawaii Promotion Co., New York.....		1		
Heaton, A. G.....	1			
Hill, Edward K. ^a				
Hopkins, Harry ^b				
Houghton, Mifflin & Co.....	7			
Howard University.....		1		
Howenstein, H. R., Co.....			1	
Hoyt, Kepler.....	5		160	
Huntington, Mrs. F. E.....	12			
Illinois bureau of labor statistics.....	1			
Indiana University, Bloomington.....		1		
Inland Type Foundry, St. Louis.....	1			
International Catholic Truth Society.....			1	
Iowa State Library.....			1	
Jacob, Henri.....	2			
Japanese commission, World's Fair grounds.....	1			
Japanese legation.....	1		1	
Jenkins, Michael, Baltimore.....	1			
Jersey City, N. J., Free Public Library.....			1	
Johnson, Rev. W. Bishop.....	1			
Johns Hopkins University, Baltimore.....		1		
Johnson, A. E., & Co., New York.....		1		
Johnson, B. F., & Co., Richmond, Va.....	29		1	
Johnson, Mrs. Arthur E.....				1
Kearny, Gen. John Watts.....	1			
Keim, De B. Randolph.....	3	3	1	
Krause, Miss Lillie K.....	1			
Lake Mohonk Conference of Friends of the Indians and other dependent peoples.....		1		
Lindsay, David.....	1			
Lindsey, Hon. B. B., Denver, Colo.....			1	
Little, Brown & Co., Boston.....	4			
Longfellow, Miss E. T.....	3			95
Loring, Miss Harriet B.....				3
Lovejoy, Miss M. N.....	5		29	
Lowe, Mrs. M. R.....				7

^a One map.^b 28 pieces of music.

Miscellaneous donations, 1904-5—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Lowell, J. Paul., Minneapolis, Minn.	1			
Lowndes, James				33
Lynn, Mass., Public Library			1	
McClure, Phillips & Co., New York	2			
McClurg, A. C., & Co. Chicago			4	
McCormick Neurological College, Chicago			1	
Macfarland, Hon. H. B. F.	2			
McKinstry, Miss Mary M.	3			31
Macmillan Co., New York			1	
Macrae, Mrs. N. M.	4			
Madison, Wis., Free Library			2	
Malden, Mass., Public Library			1	
Manchester, N. H., City Library			1	
Martin, Mrs. George D.				12
Medical Society of the District of Columbia	5	6	40	
Merchants' Exchange, St. Louis			1	
Merchants' Exchange National Bank, New York			1	
Merriam, G. C., & Co., Springfield, Mass.	2			
Merwin, C. M.				171
Menshaw, L. G., Brooklyn	1			
Mexico, office of foreign relations		2		
Michener, L. T.	1			
Michigan University		1	1	
Milwaukee Public Library			2	
Minneapolis Public Library			1	
Minnesota State Library commission			6	
Minshall, Mrs. R. P.	27	2		
Mohonk Lake Arbitration Conference			1	
Mollee, Elias	1			
Moore, Miss V. S.	1			
Moore, W. T.				57
Moses, Mrs. W. H.	3			
Nashville, Tenn., Carnegie Library			1	
National City Bank, New York	1			
Nebraska bureau of labor and industrial statistics	1			
Nelson, Miss Mattie	2			
New Bedford, Mass., Free Public Library			3	
New Britain, Conn., Institute			11	
New Haven, Conn., Free Public Library			1	
New Orleans Public Library			1	
New York Public Library			1	
New York Society Library			1	
New York State Library	8	13		
New York State, department of labor	4	1	4	
Newark, N. J., Free Public Library			9	
Newburyport, Mass., Public Library			1	
Nicholson, Mrs. Charlotte G.	1			
Norfolk, Va., Public Library			1	
North Adams, Mass., Public Library			1	
Noyes, Isaac P.			2	
Noyes, Theodore W.	2	14		
Oak Park, Ill., Public Library			1	
Oakland, Cal., Free Public Library			1	
Oberlin College, Oberlin, Ohio			1	
Ogden, Robert C., New York City	3			
Ohio, bureau of labor statistics	1			
Oregon, University of			1	
Parker Independent Clubs, New York City			1	
Panabaker, R. J.	22			
Peabody, Mass., Peabody Institute			1	
Pennsylvania State board of health	2			
Pennsylvania Prison Society			1	
Pennsylvania, University of		3	1	
Periodical Publishers' Association of America	1			
Philadelphia City Institute			1	
Philadelphia, Pa., Free Library			2	
Philadelphia Vacant Lots Cultivation Association			1	
Philippine civil service board		1		
Philippine Islands ethnological survey		1		
Phipps, Henry, New York	2			
Pittsburg, Pa., Carnegie Library			1	
Pittsburg, Pa., Carnegie Institute			1	
Plainfield, N. J., Public Library			1	
Plymouth, England, Free Public Libraries and Newsrooms			1	
Pollock, Mrs. B. M., Springman, Va.	1			
Pollock, Miss Susan P.			2	
Portland, Me., Public Library			1	
Portland, Oreg., Library Association			1	
Princeton University	2			
Providence Public Library			1	
Putney, M. H., Chicago, Ill.	1			

a Also 1 leaflet.

Miscellaneous donations, 1904-5—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Reformed Mennonite Church.....	1			
Reorganized Church of Jesus Christ and of Latter-Day Saints, Lamoni, Iowa.....	7			
Richards, Mrs. Ellen H.....	2			
Richards, G. K.....	2			
Ridenour, Upton H.....	1			
Ridgeway, T. E., M. D.....	2			
Ridley, Mrs. Cuthbert.....	1			
Rochester, N. Y., Reynolds Library.....			1	
Ropp, Edwin O., Bloomington, Ill.....	1			
St. Louis Mercantile Library.....			3	
St. Louis Public Library.....		1	4	
Salem, Mass., Public Library.....			1	
San Francisco Public Library.....			2	
Schenck, Mrs. E. H.....	1	2	8	48
Schuyler, Philip, Irvington-on-Hudson, N. Y.....	1			
Scranton, Pa., Public Library.....			1	
Seaman, Mrs. M. P.....	5			
Sheltman & Co., Louisville, Ky.....	1			
Siamese legation.....	1			
Siamese royal commission.....		1		
Sibley & Co., Boston.....	11			
Silver, Burdett & Co., New York.....	37			
Silverthorn, Miss Bessie.....	22			
Skinner, Miss E. J.....				32
Slee, J. A.....	7			
Smith, H. W.....	1	24		
Smithsonian Institution.....	13	7	12	
Smythe, R. M., New York.....	1			
Sons of the American Revolution, District of Columbia Society.....	1	5		
Southern Library School, Atlanta, Ga.....			1	
Spiers, Mrs. Mary B.....	1			
Springer, Mrs. Laura.....				4
Springfield, Mass., City Library.....			2	
Springfield, Ohio, Warder Public Library.....			2	
Stechert, G. E., & Co., New York.....	1			
Stevens, C. Ellis, Brooklyn.....	1			
Stoddard, Mrs. Janie E.....	1			
Stoek, Miss Faith.....	8			
Stuart, A. T.....	5		3	
Sydney, Australia, New South Wales Public Library.....			1	
Syracuse Public Library.....			1	
Taunton Public Library.....			1	
Tennessee, University of.....			1	
Terry, Franklin.....			1	
Texas, University of.....		1		
Texas, secretary of state.....	1			
Thayer, Rufus H.....				4
Tindall, Dr. William.....	30	5	4	
Tokyo, Japan, Ohashi Public Library.....			1	
Toledo, Ohio, Public Library.....			1	
Toronto Public Library.....		1	1	
Tottenham, England, Public Libraries.....			1	
Towle Manufacturing Co., Newburyport, Mass.....	1			
Tremaine, Gen. H. E., New York City.....	1			
Trenton, N. J., Free Public Library.....		1	1	
Trommsdorff, Dr. Paul, Berlin, Germany.....			1	
Tyler, Nathaniel.....	72			
U. S. Department of Agriculture.....	3	15	226	
U. S. Department of Commerce and Labor ^a	412	43	464	441
U. S. Documents Office.....	54	2	93	
U. S. Interior Department ^b	3	13	8	
U. S. Interstate Commerce Commission.....	11	3		
U. S. Department of Justice.....	1		3	
U. S. Library of Congress ^c	910	40	128	51
U. S. Naval Academy, Annapolis, Md.....		1		
U. S. Navy Department.....	1	2	1	
U. S. Surgeon-General, Office of.....	2			
U. S. Treasury Department.....	7		2	
U. S. War Department ^d	37	7	2	
Union Press, Philadelphia, Pa.....	3			
Vennum, Mrs. Mary A.....		1		
Victoria Public Library, Museums, and National Gallery.....			1	
Vinton, Miss Ellen O.....			3	
Washington, Miss Lee.....	1			
Washington Academy of Sciences.....		6	2	
Washington Board of Trade.....			2	
Washington County Free Library, Hagerstown, Md.....			1	
Washington Post.....			37	
Washington State Library, Olympia, Wash.....		1		
Washlum, C. L. D.....		1		

^a Also 1 map.^b Also 3 sheets, Geological Survey.^c 38 leaflets: 2 broadsides.^d Also 1 atlas.

Miscellaneous donations, 1904-5—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Waterbury, Conn., Bronson Library fund.....			1	
Watertown, Mass., Free Public Library.....			2	
Wead, Charles K.....				199
Weeks, A. C.....	2			
Welcker, Adair, San Francisco.....	2			
Weller, Michael I. ^a	192	32	449	11
Wesleyan University, Middletown, Conn.....		1		
Western Reserve University, Cleveland, Ohio.....		2		
Weston, E. B., Providence, R. I.....			1	
Wharton, Miss Josie.....	2			
Wilkes-Barre Osterhaut Free Library.....			1	
Williams, W. Moseby.....				194
Williams, Mrs. L. N.....	2			
Wilmington, Del., Institute Free Library.....			3	
Wilson, D. D.....				43
Wilson (H. W.) Co.....		2	4	
Wilson, Gen. John M.....			1	
Wilson, Mrs. Laura N.....	1			
Wiltberger, Miss Emma.....	1			
Winchester, Mass., Public Library.....			1	
Windsor, Ontario, Public Library.....			1	
Wisconsin Free Library Commission.....			3	
Witten, James W.....	2			
Woodward, Dr. Wm. C.....		1		
Woodward & Lothrop.....			17	19
Worcester, Rev. Wm. L., Philadelphia, Pa.....	1			
Worcester, Mass., Free Public Library.....			2	
Worthington, Mrs. Charles.....	99		12	
Wyoming, secretary of state.....		1		
Wysong, Robert.....	2			
Yale University, New Haven, Conn.....		1	4	
Source unknown.....	5	2	13	

^a Also 11 newspapers.

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the Public Library during the fiscal year ending June 30, 1905:

Moneys collected at the delivery desk.

Balance on hand July 1, 1904.....	\$5,778.94
Fines.....	1,975.10
Duplicate collection.....	540.85
Reserves.....	43.07
Books lost and injured.....	59.76
Reissued cards.....	80.70
Sale of catalogues.....	2.45
Money found in building.....	2.25
Total.....	8,483.12
To interest on deposit American Security and Trust Company.....	141.55
Total.....	8,624.67
Expended for periodicals, assistants, etc.....	1,816.68
Balance on hand June 30, 1905.....	6,807.99

DONATION FUND, INCLUDING HENRY PASTOR MEMORIAL AND WOMAN'S ANTHROPOLOGICAL SOCIETY FUNDS.

George F. Bowerman, treasurer, in account with the Public Library.

DR.			CR.		
1904.			1905.		
July 1	To balance in hands of treasurer.....	\$344.61	Jan. 27	By paid Kenyon News and Postal Subscription Co., periodicals.....	\$100.70
12	To check, James T. Du Bois, Henry Pastor memorial fund, one-half year's interest, 1904.....	50.00	Mar. 14	By paid G. E. Stechert & Co., periodicals.....	23.40
Sept. 13	do.....	50.00	May 3	By paid Records of the Past Exploration Society, periodicals.....	7.00
Oct. 24	To check, Washington Sanitary Improvement Co., quarterly dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society of Washington, D. C.....	25.00		By balance in hands of treasurer.....	426.53
Dec. 31	To check, Woodward & Lothrop, refund on periodical ceased publication.....	3.60			
1905.					
Apr. 13	To check, Washington Sanitary Improvement Co., quarterly dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society of Washington, D. C.....	25.00			
May 22	To check, James T. Du Bois, Henry Pastor memorial fund, one-half year's interest 1905.....	50.00			
	To credit interest on bank deposit.....	9.42			
	Total.....	557.63		Total.....	557.63

George F. Bowerman, treasurer, in account with the Henry Pastor memorial fund.

DR.			CR.		
1904.			1905.		
July	1	To balance in hands of treasurer.....	Jan. 27	By paid Kenyon News and Postal Subscription Co., periodicals.....	\$100.70
	12	To check, James T. Du Bois, Henry Pastor memorial fund, one-half year's interest, 1904.....		By balance in hands of treasurer.....	53.61
		\$0.71			
		50.00			
Sept.	13	do.....			
		50.00			
Dec.	31	To check, Woodward & Lothrop, refund on periodical ceased publication.....			
		3.60			
1905.					
May	3	To check, James T. Du Bois, one-half year's interest, 1905, on Henry Pastor memorial fund.....			
		50.00			
		Total.....		Total.....	154.31
		154.31			

George F. Bowerman, treasurer, in account with the Woman's Anthropological Society fund.

DR.			CR.		
1904.			1905.		
July	1	To balance in hands of treasurer.....	Mar. 14	By paid G. E. Stechert, periodicals.....	\$23.40
		\$25.00			
Oct.	24	To check, Washington Sanitary Improvement Co., quarterly dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society of Washington, D. C.....	May 3	By paid Records of the Past Exploration Society, periodicals.....	7.00
		25.00		By balance in hands of treasurer.....	44.60
		25.00			
1905.					
Apr.	13	do.....			
		25.00			
		Total.....		Total.....	75.00
		75.00			

The amounts appropriated for salaries, contingent expenses, binding, and for books are audited and paid by the District government.
Respectfully submitted.

GEORGE F. BOWERMAN, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

APPENDIX.

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT to establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the Commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the Commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members; shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce vote a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library, and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogues according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular

meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

REGULATIONS FOR USE OF LECTURE HALL.

The trustees have adopted the following resolution to govern the use of the library lecture hall:

Resolved, That it is declared to be the policy of the board of library trustees to confine the public use of the library's lecture room to free public lectures or discussions on unobjectionable topics of popular interest and educational tendency.

That in accordance with this policy no charge, direct or indirect, shall be permitted to be made to the audience at such lectures or discussions, and that the applicant for permission to make such use of the lecture room shall be required to announce through the local press that such lecture or discussion is free to the public and invite public attendance upon it.

That applications for permission to use the lecture room shall be in writing, addressed to the board of library trustees, and shall set forth the facts concerning the nature of the proposed lecture or discussion and the pledges above required in respect to it; that each application shall bear the indorsement of the librarian to the effect that the lecture room is available for the requested use at the time designated; that such applications shall be considered and acted upon by the board, on favorable report from the committee on building; and that in emergency cases where use of the lecture room is desired in advance of the next meeting of the board, the president is authorized to grant the requested permission, if the written application for such use in due form as above required is presented, with the favorable indorsements of the librarian and three members of the committee on building.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended November 10, 1905:

ARTICLE 1. The library shall be open for the delivery and return of books every week day from 10 a. m. to 9 p. m., July 4 and December 25 excepted. The reading rooms shall be open every week day from 10 a. m. to 10 p. m., July 4 and December 25 excepted, and every Sunday from 2 p. m. to 10 p. m.: *Provided*, That during July, August, and September they shall be closed at 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased if, in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid fines or cost of replacing books lost or damaged, be refunded. Applications must be signed at the library.

ART. 4. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence, and register number. This card must be presented whenever a book is taken, returned, or renewed. If lost, it will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all fines accrued on the same. No card shall be lent outside the household of the holder.

ART. 5. One volume or two volumes, if of the same book, may be taken out at a time and retained two weeks (except those labeled "Seven-day book"), and may be renewed once for the same period, unless a reserve has been left by another person in the meantime. Books of recent purchase and very popular books are called "Seven-day books." (These books have the notice on the inside cover, and may not be renewed.) After one renewal a book may not be taken out again by the same borrower or by any other member of the same household until it has remained on the library shelves for twenty-four hours.

ART. 6. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents.

ART. 7. Books of reference and those deemed by the library committee unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in the printed catalogue by an asterisk (*) and in the card catalogue by the letter "R" (in red) placed above the call number.

ART. 8. A fine of 2 cents a day shall be imposed if a book is kept overtime, and at the expiration of three weeks from the date the book is drawn (if it is not returned) a messenger will be sent for it, who shall have authority to collect the fine incurred and an additional fee of 20 cents for such messenger service. No book will be delivered to the person incurring the fine until it is paid.

ART. 9. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 10. If any borrower lose or materially injure a book, paper, or magazine belonging to the library, he shall pay the cost of replacement. If the book so lost or injured be part of a set, he shall pay for the entire set and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 11. The use of ink is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 12. No dogs or other animals shall be permitted in the building.

ART. 13. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library, are prohibited in all parts of the library building.

ART. 14. Men and boys shall remove their hats and remain uncovered within the building.

ART. 15. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 16. The reading card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 17. Teachers' cards may be issued, on which 10 books on educational topics may be drawn at a time, which are subject to recall if required by other readers.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. Borrowers must take notice of the expiration of time allowed. After one week's delinquency, notice of fine follows, and if not returned within a month the value of the book and fine will be collected from the delinquent or guarantor.

ART. 20. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 21. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library. Borrowers are expected to take notice of the expiration of the time allowed. No claim to exemption from fine can be established because of the failure of any notice to or from the library.

ART. 22. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof, belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offence is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offence.



Public Library District of Columbia, 1908.



THE PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA.

NINTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
EIGHTH ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1906



WASHINGTON
1906

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OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

AINSWORTH R. SPOFFORD, term expires 1908.
JAMES T. DU BOIS, term expires 1908.
R. ROSS PERRY, term expires 1908.
THEODORE W. NOYES, term expires 1910.
CHARLES J. BELL, term expires 1910.
RUFUS H. THAYER, term expires 1910.
SAMUEL W. WOODWARD, term expires 1912.
BRAINARD H. WARNER, term expires 1912.
JOHN B. LARNER, term expires 1912.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
RUFUS H. THAYER, *Secretary*.
GEORGE F. BOWERMAN, *Librarian, Treasurer, and Assistant Secretary*.

STANDING COMMITTEES.

BOOKS.	BUILDING.
AINSWORTH R. SPOFFORD, <i>Chairman</i> . RUFUS H. THAYER. SAMUEL W. WOODWARD.	BRAINARD H. WARNER, <i>Chairman</i> . JAMES T. DU BOIS. RUFUS H. THAYER.
EMPLOYEES.	FINANCE.
JAMES T. DU BOIS, <i>Chairman</i> . SAMUEL W. WOODWARD. BRAINARD H. WARNER.	JOHN B. LARNER, <i>Chairman</i> . CHARLES J. BELL. R. ROSS PERRY.
RULES.	BOOKBINDING, ETC.
R. ROSS PERRY, <i>Chairman</i> . AINSWORTH R. SPOFFORD. JOHN B. LARNER.	RUFUS H. THAYER, <i>Chairman</i> . AINSWORTH R. SPOFFORD JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.	DONATIONS.
THEODORE W. NOYES, <i>Chairman</i> . BRAINARD H. WARNER. RUFUS H. THAYER.	SAMUEL W. WOODWARD, <i>Chairman</i> . BRAINARD H. WARNER. CHARLES J. BELL.

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman*.
BRAINARD H. WARNER.
R. ROSS PERRY.

The president is ex officio a member of all committees.

REPORT

OF THE

BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1906.*

GENTLEMEN: The year which ended June 30, 1906, the period covered by this report, has been marked by a steady development in every branch of the library work. The number of volumes in the library has increased from 73,045 to 84,668, or about 15 per cent. The circulation, measuring the activity and usefulness of the books, has increased in even larger percentage, the gain being 22 per cent. The total circulation of books during the year was 433,096, marking a gain of 79,600. The average monthly home circulation was 36,023, to be compared with 29,426 last year. The average daily home circulation was 1,359, to be compared with 1,146 last year. In the reference room the readers increased from 74,296 last year to 114,428 this year, a gain of 54 per cent. The average daily attendance in the reading room for week days was 337; for Sunday (part of day only) 173.

DECREASED USE OF FICTION.

Not only has there been increase in the number of books in the library, in registered borrowers, in the activity and usefulness of the library as indicated by circulation, and in readers at the library as well as in home users, but there has also been a distinct improvement in the character of the books read. The percentage of fiction circulation, which was 83.7 per cent in 1904 and 71.8 per cent last year, is 68 per cent this year. In other words, in the last two years only about one-third of the great increase of total circulation has been in fiction. The librarian in his report to the trustees, which accompanies this report, expresses the opinion that the percentage of fiction now used in the library's total circulation is not excessive.

OPEN SHELVES, CHILDREN'S ROOM AND SUBSTATIONS.

A gratifying development is noted in the characteristic features of the library which distinguish its functions from those of the Library of Congress, such as the open-shelf facilities, the children's room, and circulating stations in social settlements. Non-fiction as well as fiction has been systematically made available by liberal extensions of the open-shelf privileges with such good results that the librarian suggests the use of the present large reading room as an open-shelf room in which perhaps 20,000 of the best books may be always accessible, and adds that it may even be advisable to so modify the building that the public may be admitted to the first floor, at least, of the book stack.

In the children's room the circulation increased 19 per cent over that of last year and 85 per cent over that of two years ago. The

recorded attendance for the year was 91,135. The proportion of fiction read was reduced 16 per cent last year and 5 per cent this year, and now stands at 62 per cent of the entire juvenile circulation, a satisfactory and very creditable showing.

In the five library stations in operation in social settlements there was during the year a total home circulation of 8,265 in spite of the fact that one station was open only five months and one less than two months; that the weekly hours of opening were very limited, and that all have been conducted by volunteers.

THE LIBRARY'S NEEDS.

The vital needs of the main library are more books and more assistants, and the recommendations of last year in this regard must be repeated:

(1) Endowments or donations to buy certain classes of books are much needed. For example, the library is endeavoring to collect *Washingtoniana*. i. e., everything pertaining to the national capital and the ten miles square. Donations not only of books of this sort, but of money to create a fund for the purchase of such books would be heartily welcomed.

(2) The appropriation for books should be made \$15,000 annually. The special book appropriation is exhausted. The desk-fund resources will soon be drained. The enlargement of the open-shelf facilities will call for more books. The rapid increase in general circulation, the demand for extensive duplications, the increase in the cost of nearly all books, and the desirability of extending the periodical and newspaper list, are all factors in the demonstration that this appropriation is essential.

(3) More books should be secured under existing law from miscellaneous circulating volumes in the Government departmental collections, and also from duplicates in the Library of Congress. In this connection the Public Library is heavily indebted to the Librarian of Congress, Mr. Herbert Putnam, both in securing the enactment of the desired legislation on the subject, and in liberally and beneficially interpreting and applying it.

THE LIBRARY'S WORKING FORCE.

Since due consideration has now been given to salary increases among other municipal workers, like the policemen, firemen, and teachers in the public schools, this seems to be the fitting time to meet the needs of the underpaid employes in "the people's university," the supplement of the public educational system of the District.

The trustees urge favorable action upon the estimates for library service for the reasons suggested in the notes accompanying the estimates.

In this connection the trustees earnestly recommend that the salary of the librarian be increased to a figure commensurate with the intelligent and efficient services rendered and with the compensation received by successful librarians in other cities of Washington's size.

BRANCH LIBRARIES.

The trustees appeal for hearty public cooperation in a vigorous effort to pass in the House at the approaching session of Congress the bill, already approved by the Senate, which involves the accept-

ance by Congress of Mr. Andrew Carnegie's effort to donate whatever money may be required from time to time to build all necessary branch libraries in the District of Columbia, on the usual maintenance terms upon which his gifts are conditioned and which makes present use of \$30,000 of the proposed donation in the erection of a branch library building at Takoma Park.

Until the central library is adequately developed and sustained, the work of establishing branches will proceed slowly, since it is clearly unwise at this time, and will be in the immediate future, to drain strength from the central building for the sake of outlying branches. It is highly desirable, however, that prompt action be taken to accept Mr. Carnegie's offer and to make a practical beginning in the branch library work, to the end that the necessary funds may be set apart to meet the cost of building these branches, whenever from time to time in the future they may be needed.

Takoma Park was selected as the location of the first branch library (1) on account of its remoteness from the central library and (2) on account of the excellent site for a library building which public-spirited citizens of the suburb have bought and donated for this public use.

The bill as enacted by the Senate June 18, 1906, reads as follows:

AN ACT To authorize the Commissioners of the District of Columbia to accept donations of money and land for the establishment of a branch library in the District of Columbia, to establish a commission to supervise the erection of a branch library building in said District, and to provide for the suitable maintenance of said branch.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Commissioners of the District of Columbia be, and they are hereby, authorized to accept from Andrew Carnegie a donation not exceeding thirty thousand dollars for the purpose of erecting a suitable branch library building at Takoma Park, subject to the approval of the Commissioners and the public library trustees, and to accept conveyance of unencumbered land considered suitable by the said Commissioners and library trustees as a site for a branch library for Takoma Park. And authority is hereby conferred upon a commission, to consist of the Commissioners of the District of Columbia, the chairman of the committee on branch libraries of the library trustees, and the librarian of the Washington Public Library to supervise the erection of said branch library building: *Provided*, That such branch library building shall not be opened for public use until Congress shall hereafter provide for the necessary expenses of maintaining said branch library when the same shall be completed and ready for such use.

OUTFITTING THE LIBRARY BUILDING.

The original gift of \$350,000 by Mr. Carnegie was entirely expended in the construction of the building, which was practically finished in December, 1902. Soon after that time Mr. Carnegie gave a supplemental sum of \$25,000 for equipment, interior decoration, and minor additions to the apparatus which had necessarily been made somewhat less ample and complete than was desirable in the original construction.

The first of these was the addition of two tiers to the book stack and the electric lighting thereof, thus filling the stack room, costing -- \$12,389.50
Another important item was the interior decorative painting of walls and ceilings, for----- 6,385.00

Following these from time to time down to the date of the annual report of 1905 were the items named below:

Additional slop sinks and a complete system of cold-water drinking fountains, with filter-----	1,008.18
Outfitting of the bindery-----	408.11

Inclosing rear basement stairs-----	\$270. 00
Dumb-waiter for bookstack-----	110. 00
Book shelving and furniture-----	682. 01
Numerous minor items, amounting to-----	700. 68
	<hr/>
	21, 954. 46

leaving a balance of \$3,045.54.

During the past year the following expenditures have been made :	
1,000 book supports for stack shelving-----	\$170. 00
69 wire screens for basement windows-----	190. 00
20 2-light electric standards wired to reading tables and miscellaneous additional lights-----	344. 55
Damp proofing in basement-----	129. 95
12 steel lockers -----	78. 00
2 long oak bookcases and racks-----	192. 15
5 special exhibition cases in oak and glass-----	925. 00
Miscellaneous contingent expenses-----	26. 00
	<hr/>
	2, 055. 65
An intercommunicating telephone system of 20 telephones is being installed, at a cost of-----	
	446. 00
Alteration is being made in the drainage at the east em- ployes' entrance, at an estimated cost of-----	60. 00
	<hr/>
	526. 00
	<hr/>
	24, 536. 11
Leaving an available balance of about-----	463. 89
	<hr/>
	25, 000. 00

IMPROVEMENT OF MOUNT VERNON SQUARE.

While the building itself has thus been constructed and well equipped, the proper arrangement and curbing of the surrounding grounds and walks therein have remained incomplete and at a standstill ever since the expenditure three years ago of the half appropriation granted by Congress for that purpose. Congress has not yet appropriated the remainder of the money, \$13,000, needed for the completion of this work, and the square therefore remains naked, without a park border, and with dead-ended walks awaiting needed extensions. The estimate for this appropriation has been repeated in the general estimates of the officer in charge of public buildings and grounds for the fiscal year 1908, and the trustees urge vigorous cooperation with Colonel Bromwell in securing the passage of this item of the sundry civil appropriation bill.

LIBRARY ESTIMATES FOR THE NEXT FISCAL YEAR.

The Public Library estimates for 1907-8, as submitted by the library trustees to the Commissioners of the District, are as follows:

	Appropriation, 1906-7.	Estimates, 1907-8.
LIBRARY AND BUILDING FORCE.		
Librarian	\$3, 000	\$4, 000
NOTE.—The further increase is required to make the salary commensurate with the services rendered and to put it on a par with the salaries paid to chief librarians of other municipal libraries of equal rank.		
Assistant librarian	1, 200	1, 800
NOTE.—The estimated sum is required in order to secure and retain an officer of sufficient ability to perform the administrative duties of this position.		
Librarian's secretary		1, 000
NOTE.—A business officer, a chief clerk is required to give practically full time to requisitions, accounts, records of employes, etc.		

	Appropriation, 1906-7.	Estimates, 1907-8.
LIBRARY AND BUILDING FORCE—continued.		
Chief of circulating department.....		\$1,500
NOTE.—This position requires, with the great bulk of home circulation and the number of assistants in the department, a strong administrative head. This is a crying need.		
Children's librarian.....	\$1,000	1,000
Reference librarian.....		1,000
NOTE.—The rapid increase in the reference work has shown the necessity for an adequately paid chief.		
Chief of order department.....		1,000
NOTE.—The volume and complexity of the order department work require an adequately paid chief having business ability and knowledge of books, their prices, etc.		
Assistant.....	900	
Two assistants, at \$900 each.....		1,800
NOTE.—A new assistant at this grade is needed to be first assistant in the circulating department. As the hours during which that department is open are long, the first assistant must approximate the chief in administrative ability.		
Four assistants, at \$720 each.....	2,880	
Five assistants, at \$720 each.....		3,600
NOTE.—The new assistant of this grade is needed to take charge, under the children's librarian, of the work for schools and other outside agencies.		
Two assistants, at \$600 each.....	1,200	
Four assistants, at \$600 each.....		2,400
NOTE.—These new assistants are needed, one for greatly increased responsible work in the children's department and one in the circulating department.		
Three assistants, at \$540 each.....	1,620	1,620
Copyists.....	480	480
Chief, catalog department.....		1,500
NOTE.—The volume and grade of work that is being done require an officer of high technical skill and good administrative ability to cope with it. At least 15 catalogers holding subordinate positions in local libraries receive as much as or more than the estimated salary.		
Cataloger.....	900	900
Do.....	720	
Two catalogers, at \$720 each.....		1,440
NOTE.—In order to keep current cataloging up to date and to issue printed bulletins and class catalogs this increase in the catalog force is required.		
Cataloger.....	600	600
Three temporary catalogers, at \$540 each.....	1,620	
Three catalogers, at \$540 each.....		1,620
NOTE.—To cut these catalogers out because called "temporary" would demoralize the work of the library. There is no prospect that they can be spared and they should appear in the appropriation as a part of the permanent force.		
Stenographer and typewriter.....	720	720
Two assistants, at \$480 each.....		960
NOTE.—Clerical assistants of this grade are needed, one in the order department to save the time of more highly paid employees and one in the catalog department for marking books for the same reason.		
Three attendants, at \$540 each.....		1,620
NOTE.—Two of these attendants are needed in the circulating department and one in the children's department. The rapid increase in circulation requires and justifies these additions.		
Three attendants, at \$480 each.....	1,440	
Five attendants, at \$480 each.....		2,400
NOTE.—To open the larger children's room will require these two additional attendants.		
Five attendants, at \$360 each.....	1,800	1,800
Collator.....	360	360
Two messengers, at \$360 each.....	720	
Three messengers, at \$480 each.....		1,440
NOTE.—One more messenger is greatly needed to give his entire time to the work of the librarian's office. The librarian's messenger now has to devote much time to the collection of unreturned books. It has been found impossible to retain trustworthy and intelligent messengers in the service at the lower salary.		
Ten pages, at \$240 each.....	2,400	
Eleven pages, at \$360 each.....		3,960
NOTE.—One additional page is needed for service in the order department. It has been found practically impossible to retain satisfactory boys, after they are taught to be useful, at the lower salary.		
Two janitors, at \$480 each.....	960	960
Engineer.....	900	1,000
NOTE.—In view of the larger salaries paid for similar work in Government and commercial establishments, the salary of the library's competent engineer should be increased.		
Fireman.....	540	720
NOTE.—This officer is really night engineer. It has been found impossible to retain a competent man long at the present salary.		
Workman.....	480	480

	Appropriation, 1906-7.	Estimates, 1907-8.
LIBRARY AND BUILDING FORCE—continued.		
Library guard.....		\$720
NOTE.—A special officer for police duty is greatly needed to preserve order in and around the building, especially at rush hours, and to protect library property. It has been found impracticable to secure a detail from the Metropolitan police force.		
Two cloak-room attendants, at \$360 each.....	\$720	720
Five charwomen, at \$180 each.....	900	
Six charwomen, at \$180 each.....		1,080
NOTE.—The present force of charwomen is still inadequate. The additional rooms on the second floor and basement now being put into use require at least one more.		
BOOKS, BINDING, CONTINGENT, ETC.		
For keeping the library open 52 Sundays, 2 to 10 p. m., 5 holidays, 10 a. m. to 10 p. m., and for extra service three hours on Saturday afternoons in July, August, and September.....	1,700	1,700
For purchase of books.....	7,500	15,000
NOTE.—The regular annual book fund should not be less than the recommended sum. This is shown by the rapid increase in circulation, the need for extensive duplication, the increase in the cost of books thru the operation of the net-price system, the need for buying many technical books, the desirability of extending the periodical list, and the demand for newspapers.		
For binding.....	3,000	4,000
NOTE.—The rapid increase in circulation, the increasingly poor quality of publishers' bindings, and the growing repair work paid for from this fund call for its being increased.		
For fuel, lighting, fitting up building and other contingent expenses.....	7,000	7,000
Total.....	47,260	73,900

New officers asked for :		
Librarian's secretary.....	\$1,000	
Chief of circulating department.....	1,500	
Reference librarian.....	1,000	
Chief of order department.....	1,000	
Assistant.....	900	
Assistant.....	720	
2 assistants, at \$600 each.....	1,200	
Chief of catalog department.....	1,500	
Cataloger.....	720	
2 assistants, at \$480 each.....	960	
3 attendants, at \$540 each.....	1,620	
2 attendants, at \$480 each.....	960	
Messenger.....	480	
Page.....	360	
Library guard.....	720	
Charwoman.....	180	
		\$14,820
Increases of salaries asked for :		
Librarian.....	1,000	
Assistant librarian.....	600	
2 messengers, at \$120 each.....	240	
10 pages, at \$120 each.....	1,200	
Engineer.....	100	
Fireman.....	180	
		3,320
Other increases asked for :		
Book fund.....		7,500
Binding.....		1,000
Total increase asked for.....		26,640

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

REPORT OF THE LIBRARIAN.

WASHINGTON, *September 14, 1906.*

GENTLEMEN: The librarian has the honor to submit his report for the year ended June 30, 1906, covering the second year of his service.

The report shows large quantitative gains over the previous year in all branches of library work, paralleling the similar large gains shown in the last annual report. It is also believed that the library has taken several strides forward in intensive work, or improvements in the quality of its service. These results have been possible partly because of the intelligence, devotion, and self-sacrifice of an enthusiastic staff and in spite of the inadequacy of its numbers.

In accordance with the plan of last year's report, extracts at least from the more detailed statements of heads of departments are appended to the report of the librarian and form a part of it. Several matters of library practice will therefore be treated only in these departmental reports. For other matters not covered in the reports of the librarian or heads of departments, reference is made to the report of last year, in which will be found treatment of matters which are not covered in repetition in this report.

HOME CIRCULATION.

In the division of labor among the libraries of the District of Columbia practically all of the work of circulating books into the homes of the people falls to the lot of this library. As this work forms the bulk of the service rendered to the community the first place should be given to it in the annual report.

The total circulation of books was 433,096 volumes. Of this number 424,154 volumes were sent out from the central library, 8,265 from five social settlements, and 677 from the high schools. A comparison of the total circulation with that of 1904-5 (353,496) shows an increase of 79,600 volumes, or a gain of 22 per cent. The figures of 1904-5 showed a gain in circulation of 75,308 volumes over 1903-4 (278,188). The library's home circulation has therefore increased 154,908 in two years and is now 55 per cent greater than the circulation of 1903-4.

The library was open for home circulation 312 days (including 5 holidays). The average daily circulation was 1,359, as against 1,146 the previous year. The average monthly circulation was 36,023, compared with 29,426 in 1904-5. The largest circulation of any one day was on Saturday, February 10, when 2,505 books were given out; but in January, February, March, and April there were many days on which the circulation considerably exceeded 2,000.

FURTHER REDUCTION OF FICTION PERCENTAGE.

The progressive application of the same methods that made it possible last year to report a reduction in the percentage of fiction circulation from 83.7 per cent in 1903-4 to 71.8 per cent in 1904-5 has still further reduced the percentage of fiction circulated to 68 per cent last year. In other words, only about one-third of the great increase of the total circulation of the last two years has been in the form of fiction. Comparison shows that the circulation of English prose fiction at the central library was, in 1903-4, 192,828; in 1904-5, 201,183, and in 1905-6, 233,341; of juvenile fiction, in 1903-4, 40,351; in 1904-5, 49,840, and in 1905-6, 55,094. A computation from these figures will show that out of a total increase of circulation of about 155,000 in two years about 100,000 volumes comprized books other than fiction.

The means taken to bring about this reduction have simply been so to arrange, display, and advertise the resources of the library that books other than fiction will be made approximately as conspicuous as fiction. In publishers' advertisements, so-called book reviews, etc., the novel is put forward so much more clamorously than other literature that the library should do something to readjust the balance in order to prevent the unreflecting person from thinking that the novel is the only class of literature worth his attention. This library, therefore, altho continuing to display an abundance of new and standard fiction on open shelves, has also continued the plan of placing in rotation on open shelves the various other classes of the collection. During the year all classes of non-fiction works except history and a few foreign books have at some time been available for free access during a considerable period. New non-fiction accessions, regularly listed in Saturday editions of the local newspapers, are likewise displayed on open shelves.

The importance of open access to the books is shown by the fact that readers frequently plainly indicate by their questions their conviction that the only books possess by the library are those on the open shelves. To many users of a public library a book not to be handled without the use of a call slip is practically nonexistent and no pains taken to perfect a card catalog seems to convince them that the contrary is true. In the face of this widespread opinion existing in a community so cultivated as Washington, it is believed that no one thing is so important in order to improve the quality of the reading as greatly to increase the number of books directly accessible to readers. It is therefore highly desirable that the library force be so increased that the present large reading room may be occupied as an open-shelf room in which 15,000 to 20,000 of the best books may be always available; or it may even be advisable so to modify the building that the public may be admitted to at least the first floor of the book stack.

The circulation has also been favorably influenced by the fact that larger expenditures for books have made more frequent duplications of important non-fiction works possible. By the use of so-called "always out" slips, on which readers are invited to notify the library of their repeated failures to secure desired books, the library *has been able to satisfy individual needs that would often otherwise*

have been overlooked. There has also been a successful effort to encourage greater use of the ten-book privilege on the part of the teachers. Special-privilege cards, granting increased numbers of books to those who can use them wisely, have also been issued to many other readers.

FICTION CIRCULATION DEFENDED.

It must not be thought from the foregoing statement that the library seeks in any way to apologize for its fiction circulation or regards it an unworthy part of its work. On the contrary, if out of the increase in circulation of 155,000 in the last two years the proportion of fiction had been smaller than it has been, there would almost be ground for thinking that there is something abnormal about this community. The normal individual, whether adult or child, requires imaginative literature either in the form of poetry, drama, or tale. Just now the dominant form of literary expression is the novel, and practically all the great tragedies and comedies of life (as well as the smaller ones) have been or are being embodied in fiction. As the librarian has said elsewhere:

Fiction has the most universal appeal; it supplies education in kindness, gentleness, good manners; it teaches history and geography, ethics and aesthetics, sociology and religion. It is read with avidity, whereas the solid book taken from the library no doubt often lies idle and unread until it is time to bring it back. It affords rest and refreshment to the overdriven men of to-day. * * * To be sure, it must be good fiction, excluding machine-made sensations as far as possible, but, on the other hand, not confining the books offered to such writers as Mrs. Ward, Mr. James, and Mrs. Wharton—books whose appeal is chiefly to readers having considerable cultivation.

* * * * *

One reason for supplying fiction which does not come up to classic standards is that thus indirectly the library is able to reach the children. It is worth while to bring to the library the woman who wants books by E. P. Roe and Rosa N. Carey—for her own sake. But especially is it important to get her to come and bring her children in order that the library may begin early to influence them, mold their tastes, and win them to be lifelong library users.

REGISTRATION.

At the beginning of the year under review 38,779 persons were registered as library borrowers. Many of the cards issued in such great numbers at the time the new building was opened, in January, 1903, had never been used. These expired during the past year. The registration of the year reached 12,885 (as against 10,614 in 1904-5), and the total number of cards in force at the end of the year was 39,800.

In this connection it should be noted that the 40,000 persons registered as borrowers number about one-eighth of the population of the District. Examination of the library files last winter showed that as many as 40 per cent of these borrowers are Federal Government employes and their families. As the governmental population is usually reckoned at 75,000 (including young children), our records would indicate that nearly 22 per cent of them use the library. As they are among the best-educated users of the library and demand many technical and other expensive books, it is safe to say that at least 40 per cent and probably more of the library appropriation is expended for the benefit of United States Government employes.

The home circulation of 433,000 volumes when taken alone seems large; but when these figures are compared with the total registration of 39,800 it will be seen that the average home use by those entitled to library privileges is less than 11. Comparison of the home use with the total population of the District of Columbia (326,000 by the police census of 1906) gives only an annual circulation per capita of $1\frac{1}{3}$. Altho the progress in the use of the library during the eight years of its history gives cause for satisfaction when compared with the condition of practical inaccessibility of libraries to the people which prevailed before, yet when the present book use of this community is compared with that which could without doubt easily be shown if more adequate library facilities were provided, it is not strange that those to whom public library work here has been committed and who have faith in its ultimate development should be impatient at the tardy progress now being made.

If library facilities could be made sufficient for every citizen by the establishment of the branch library system for which Mr. Carnegie has offered the buildings; if distributing centers could be placed in every engine house, police station, every large factory, department store, Sunday school, parochial school, and social settlement; if cooperation with the schools becomes universal, with library visitors to make school work effective by extending an invitation to every child; if so-called home libraries could be distributed widely to minister to groups of families not otherwise reached; if anywhere and everywhere in the District of Columbia library facilities could be so offered as to make access to books easy and the library universal and omnipresent—if these things could only be done here, the home circulation shown by future reports would speedily reach 1,000,000, with from 5,000,000 to 10,000,000 easily obtainable. The last figure would even then allow only 31 books a year for every inhabitant.

THE READERS' ASSISTANT.

It is now possible to report on a full year's work of the readers' assistant in charge of the information desk. No statistical statement can be presented to show the amount of work accomplished. At the same time it is true that no one feature among the new ones introduced during the last two years has done more to help make the library acceptable and helpful to the public than the one of having in attendance in the circulating department a tactful woman whose duty it is to act as hostess and guide to all, and especially to first visitors to the library. As her judgment directs, she relieves the uninitiated from the necessity of using the card catalog or makes its supposed mysteries plain; she ventures shrewd guesses as to the wants of readers whose ideas are hazy; and supplies to the aimless reader the books believed to be suited to his mental, moral, or social needs and capacities, without neglecting possible opportunities to improve the quality of reading or to supplant good books by better books.

During the past year it has been possible to assign but one person to this work, with the result that the desk has been occupied, in addition to the daily hours, only one evening a week. During the coming season, however, it is hoped that it will be possible to have a readers' adviser in attendance whenever the circulating department is open.

Many of the most serious readers come in the evening and for lack of assistance in obtaining the necessary books become discouraged and cease to visit the library.

REFERENCE WORK AND PERIODICALS.

Altho this is not primarily a reference library, yet it is well equipped for reference work of the more popular character. The rapid increase in the use of its resources during the last two years indicates that it is very acceptable to an ever-enlarging number of general readers, study-club women, teachers and students of schools and colleges, newspaper writers, Government employes, etc. The readers who visited the room during the year numbered 114,428 (including 8,966 on Sundays), as compared with 74,296 in 1904-5 and 43,799 in 1903-4. This shows an increase in attendance of 54 per cent during the past year and one of 261 per cent in two years. During the same period the use of books, other than the extensive but unrecorded reading of works shelved in the room for direct access, increased from 4,850 in 1903-4 to 16,338 in 1904-5 and to 23,273 in 1905-6. This represents a gain of 41 per cent in the last year and is nearly five times as great as that of 1903-4. These figures do not express either the increased extent or quality of the work accomplished. The list of periodicals is constantly being improved, recurrent wants are being better satisfied by the purchase of new reference books and by additions to the collection of general literature shelved in the reference room. The throwing open of a study room for club purposes and of a teachers' reference room has also stimulated reference work.

It has thus far been impossible to open a separate room for periodicals. The current magazines are therefore still kept in the reference room and form a part of the reference material. Altho periodicals and reference material proper must now trespass on space needed for the proper display of other material, yet such large reference use is made of bound and current periodical literature thru the means of the various indexes that there are certain advantages in having both kinds of material together. The library has so recently published a list of current periodicals regularly in file that only lists of such serials as are received as gifts will be printed elsewhere in this report, and these by way of acknowledgment.

SUNDAY AND HOLIDAY OPENING.

In response to repeated demands thru the press, an appropriation was secured enabling the library to be kept open last year on Sundays for reference use and on holidays for reference use and home circulation. The library is therefore open on every day in the year except July 4 and December 25. On Sundays all of the public parts of the library are open with the exception of the circulation department. An assistant is in attendance at the registration desk and many persons who visit the library only on Sunday have taken out cards on which members of their families draw books for them on week days.

There were 8,966 visitors to the reference room on Sundays, who used 1,725 books other than those on open shelves. The average

daily attendance on Sundays, when the library is open from 2 to 10 p. m., was 173, compared with a week-day average of 337, with the library open from 10 a. m. to 10 p. m. The visitors to the children's room on Sundays (2 to 8 p. m.) numbered 7,400, or a daily average of 143, as compared with an average recorded week-day attendance of 292 (hours 12 m. to 8 p. m.).

Altho the foregoing figures are not large, they are sufficient to justify the continuance of the plan. The Congress has continued the appropriation for the present year, and the item should again be carried in the estimates.

Mention should be made of the fact that so far as possible the pay of Sunday and holiday employees is 50 per cent greater than their week-day pay; also that it is never designed to allow regular assistants to work oftener than on alternate Sundays. This special force is made up of volunteers from the regular staff.

YOUNG PEOPLE'S DEPARTMENT.

The past year showed a still further increase in the extent and quality of the work of the children's department. Comparative figures for the last three years of the total circulation of juvenile literature from the main library are as follows: In 1903-4, 48,278; in 1904-5, 73,933, and in 1905-6, 88,520. The percentages of increase were therefore 53 in 1904 and 19 in 1905-6, or an increase of 85 per cent over the figures of two years ago. During the same period the proportion of fiction was reduced 16 per cent in 1904-5 and 5 per cent in 1905-6 and now stands at 62 per cent of the entire juvenile circulation. It should again be pointed out that, contrary to the custom of most libraries, fairy tales are in these circulation statistics clasified as fiction and not as folklore.

The recorded attendance of visitors to the children's room was 91,135 for the year. These figures should undoubtedly be increased by at least 25 per cent (to 114,000), inasmuch as at the rush hours the attendant is striving to meet the wants of readers and of necessity fails to secure a complete attendance count.

Altho these results are undoubtedly cause for satisfaction when taken by themselves, yet here again it should be mentioned that the library has made little more than a beginning at the work possible in this field. Considering the question simply from the point of view of the main library, it is true that the work is definitely limited by the size of the room which may be occupied, by an insufficiency of force, and by the paucity of books. Almost indefinite expansion of this work would be possible by the building of branches in widely scattered centers of population and by the development of a school duplicate system for the distribution of books thru schools, playgrounds, and Sunday schools.

It is a pleasure to report the removal of the age limit, so that now any child who can satisfactorily fill out an application blank may become a borrower.

WORK WITH SCHOOLS.

Measures of cooperation on the part of the library with the public *school system* during the past year have included the establishment of a *teachers' reference library*, open daily including Sundays, the

Public Library District of Columbia, 1906.

A SECTION OF CHILDREN'S ROOM, MAIN FLOOR.

publication of a monthly educational bulletin, and the constant urging of greater use of the ten-book privilege by the teachers.

The teachers' library referred to is contained in a study room especially fitted up for the use of teachers. First there were bought cyclopedias, dictionaries, and books on psychology and pedagogy included in a list prepared by a committee of teachers. Then the publishers having educational lists gave, in response to requests, about 1,500 volumes of text-books and general publications. The foregoing, together with bound sets of educational periodicals and about 20 current pedagogical magazines, are reserved for reference. Circulating books in the class education are also shelved in this room. Altho the use of this collection has not been so large as was expected, yet many earnest teachers have been frequent visitors and are most cordial in their expressions of commendation of the plan. This room has also been frequently used as a meeting place for teachers' clubs and committees.

The monthly educational bulletin has consisted of current pedagogical accessions, educational articles in current periodicals (other than professional journals), together with notes and announcements. These bulletins have been printed by the mimeograph process and have been distributed to the principals of all public and private schools of the District, with a request that they be posted on bulletin boards. Nine numbers were issued.

Copies of an extensive approved list of books suited to children, entitled "A Children's Library," were distributed to school principals, with the suggestion that the list might prove useful in choosing books to be borrowed from the library for school use. To meet the expected demands considerable duplication was of course necessary. The teachers who have registered for the ten-book privilege now number 410.

The plan was repeated this year of lending several copies each of books on American history to the Central, Eastern, Western, and M Street high schools. The total recorded home circulation of these books was only 637, but from each school came the report that the unrecorded school reference use of the books was many times greater than the home use.

At the invitation of the principals the librarian addressed the pupils of the Eastern and Western high schools, speaking in each case on the subject of "Books and Reading."

It must again be pointed out that the limitations of force and of book funds prevent the library from taking up anything but the most meager part of the work with schools, which forms such a large and effective part of the activities of many other municipal public libraries.

SETTLEMENT STATIONS.

In view of the postponement of the establishment of branch libraries the extension of the system of library stations in social settlements has continued to prove an inexpensive means of distributing books to persons, mostly children, living in crowded districts remote from the central library and for the most part unable to afford car fare with which to come to it. The close of the year saw five of these stations in operation and the books ordered for a sixth. Probably not one of these stations ever had more than 300 library

books at a time; one station was open only about five months and one less than two months; only one of them has been open as much as five and one-half hours a week, and all have been conducted by volunteers. In spite of all these drawbacks there was a total home circulation of 8,265 from these stations. Some little idea of the good they are doing may be gained from the detailed reports printed elsewhere. From these reports the following is gleaned:

1. The Neighborhood House station (468 N street SW.), now in its third year, circulated 2,416 books. It was again conducted by Miss Emily A. Spilman, of the regular Public Library staff. She was assisted by Misses Finney, Buynitzky, and Stoek, all of whom did this volunteer work in addition to their duties at the central library. Miss Spilman has drawn up a set of rules governing settlement stations much simpler than those in use at the main library. These have also been adopted for all the stations.

2. Noel House station (1245 H street NE.) was conducted a full year and circulated 3,757 books. Owing to the fact that Miss Elizabeth A. Hyde was obliged to give up the librarianship early in the year on account of ill health, practically the entire responsibility for the work has fallen on Miss Bessie Silverthorn, of the library's own staff, who volunteered to fill the vacancy. She has been assisted part of the year by Mrs. Mary Higgins.

3. Rochefort Hall station (Eighth street and Georgia avenue SE.) was closed two months during the vacation of its librarian, Miss Sarah Ambler, and nearly two more months, due to a smallpox scare in its neighborhood. Even with such handicaps the circulation was 1,378.

4. The Georgetown station was opened on February 13 in a boys' club room (2726 M street NW.), and has a gratifying record of 692 volumes circulated in the twenty-eight and one-half hours that it has been open. The work is in charge of Miss Mary D. Wightman, formerly of the Public Library staff, but now employed at the Library of Congress. Miss Mary S. Sellers, of the home library, has also rendered volunteer service there.

5. The Social Settlement station (118 M street SW.) was open less than two months and circulated 204 volumes. This settlement is near the Neighborhood House and ministers to the colored residents of that locality. Mrs. Sarah C. Fernandis, head worker of the settlement, personally conducts the station and has the efficient assistance of Mr. Thomas Hungerford, of the janitorial staff of the central library.

6. The Rosedale station is to be opened in October in connection with the Rosedale Mission (1627 H street NE.), with Miss Katherine M. Johnson, of the central library staff, as the volunteer librarian. To show how much such work is needed it is only necessary to refer to the letter of Miss Hattie Worthington in applying for the books. She cited an instance of a boy living near the mission who is accustomed to walk to and from the central library, a distance of $4\frac{1}{2}$ miles, to get books.

The desire for books is also shown by the eager acceptance of the offer on the part of the library to send discarded books to the various charitable institutions under the general supervision of the District board of charities. These books, excellent in literary character, have been used until they are not worth another rebinding, but even *then they are acceptable* in the institutions to which the library would

prefer to send sound books if it were only possible. That the schools need books badly is shown by the fact that some of these same discarded books were sent, on the application of the supervising principal, Mr. H. M. Johnson, to the schools of Anacostia. Here again it was a matter of regret that the library did not have perfect books to send.

LECTURE HALL USE.

During the year 51 public meetings were held at the library. With the exception of the sessions of the District of Columbia Library Association, for which the children's room was found better adapted, these meetings were held in the lecture hall. The following are the public meetings conducted in the library: Twenty-six free lectures for people given under the board of education; District of Columbia Library Association, 7 meetings; League of American Pen Women, 4 meetings; Audubon Society of the District of Columbia, 4 meetings; Associated Charities, 3 meetings—devoted, respectively, to the causes of compulsory education, child labor, and wife desertion and nonsupport of the family; Potomac Literary Club, 2 meetings; Woman's National Press Association, 1 meeting; German Historical Society of the District of Columbia, 1 meeting; Washington City Kindergarten Club, 1 meeting; Washington School City Federation, 1 meeting; and one joint meeting of the Civic Center, Medical and Anthropological societies devoted to the local filtration system.

Records of attendance at these meetings are not ordinarily kept. In the case of the free lectures conducted by the board of education, however, such a record is obtainable. In order to show the use to which the lecture hall is put and the number of persons brought to the library by this means, the following record furnished by the board of education is given:

Date.	Lecturer.	Subject.	Attendance.
1905.			
Nov. 14	Rev. U. G. B. Pierce.....	Arizona Wonderland.....	319
21	Mrs. M. Landon Reed.....	Cruising in the Mediterranean.....	368
28	Mr. W. E. Curtis.....	The Japanese Side of the War.....	273
Dec. 5	Dr. H. L. Hodgkins.....	Sound.....	247
19	Mr. Woodworth Clum.....	Alaska.....	388
1906.			
Jan. 9	Dr. W. L. Davidson.....	Switzerland.....	384
16	Miss Mary G. Duff.....	Florence and Its Arts.....	^a 436
23	Dr. Hermann Schoenfeld.....	Russia and Poland.....	206
30	Mr. John Hitz, assisted by Prof. Otto Sahli.	Switzerland.....	^a 511
Feb. 26	Mr. Frank J. Hogan.....	From the Nation's Capital to and thru the Philippines.	286
Mar. 5	Mr. Woodworth Clum.....	California.....	435
12	Mr. C. F. Warren.....	Porto Rico.....	428
19	Mr. Granville Hunt.....	China.....	311
26	Dr. W. L. Davidson.....	In and About Shakespeare's Home.....	444
Apr. 2	Col. John McElroy.....	Gateways of the World.....	437
9	Mr. N. Floyd Featherston.....	Tone and Tone-Producing Qualities.....	109
16	Mr. Harry C. Oberholzer.....	Picturesque Lake George.....	387
23	Prof. Mitchell Carroll.....	The Acropolis.....	367
30	Miss Virginia Butler.....	The Channel Islands.....	256
May 7	Capt. G. A. Van Smith.....	The Making of a Newspaper.....	182
14	Mr. Philip F. Gerry.....	The Influence of Robert L. Stevenson.....	164
21	Mr. Harry C. Oberholzer.....	In the Land of Rip Van Winkle.....	319
28	Rev. C. H. Butler.....	From New York to Jerusalem.....	258
June 4	Prof. H. Marion.....	Paul Jones.....	169
11	Mr. Woodworth Clum.....	Panama.....	395
	Total.....		8,079

^a People turned away.

STUDY ROOM USE.

During the past year the experiment has been tried, with considerable success, of assigning one of the study rooms to groups of individuals as a place for study and for the better use of the resources of the library. Fourteen organizations held 88 meetings in this room, which has been tastefully fitted up for the purpose. Among the clubs using the room were the sociology, the economic, and the art sections of the Twentieth Century Club, the Household Decoration Club, the Mission Class of the Church of the Covenant, the Legion of Loyal Women, the Woman's National Press Association, the Civic Center, and the Young People's Literary Club. The latter is conducted by the children's department of the library. By the rules governing the use of this room, printed in full in the appendix of this report, it is provided that clubs meeting there shall not have a regular order of business or any program not connected with the use of the books and periodicals of the library.

ORDER DEPARTMENT.

During the year 16,031 volumes were added to the library and 4,745 volumes were withdrawn as worn out. On July 1 the net strength of the collection was 84,668 volumes. The year's accessions were 4,710 greater than in 1904-5. Of these additions 13,099 came by purchase, 2,737 by gift, and 195 by binding periodicals. The total cost of book purchases was \$13,878.21. This was paid from the following funds: \$5,000 from the regular appropriation, \$8,481.51 from the accumulated desk fund, and \$396.70 by the exchange of old books and periodicals.

The plan by which two local booksellers have sent each week on approval copies of all new books thought to be of interest to the library has worked well. Such books have been promptly examined and definite orders have been placed for all that were chosen. By this method as well as by receiving certain very popular books in advance of publication the library has been better able to supply a fresh stock of the best new publications.

As long as an unexpended balance of the \$40,000 book fund appropriated by Congress (act of February 14, 1902) remained the regular annual appropriation of \$5,000 proved fairly adequate for current needs, or at least was all that could be wisely spent by a restricted order department force. With that fund eliminated at the beginning of the year under review, the \$5,000 annual appropriation would have been altogether inadequate and there would have been a serious book famine except that it was possible to draw to the extent of \$9,410.32 (\$8,481.81 for books and \$928.81 for periodicals) on the desk fund which had been accumulating during the expenditure of the \$40,000 fund. That fund had on July 1 been reduced to \$1,655.26. Judging by past experience the desk receipts will probably not exceed \$4,000 during the year. Assuming that sum is collected and that it and the unexpended balance of \$1,655 will be available for the purchase of books and periodicals, with this year's Congressional appropriation of \$7,500 the book fund will be a little more than \$13,000, whereas last year's expenditures *for books and periodicals* were \$14,807.13. It is therefore quite evi-



dent that the present year's accessions must be smaller than those of last year in spite of an ever-increasing demand from the public. In order that the library may simply hold its own in supplying books, there must be a still further increase in the annual appropriation available for this purpose.

GIFTS, ACKNOWLEDGMENTS, ETC.

The library received as gifts during the year 5,450 bound and 505 unbound volumes; 3,193 pamphlets; 4,167 numbers of periodicals; 3 maps; 3 broadsides; 138 pieces of music; 3 pictures; 1 set of plates, and 2 rubber plants. The usual list of donors, with the number of their gifts, is printed elsewhere in this report. Thanks is hereby extended for these gifts, all of which have also been acknowledged by letter.

The table will show that the library has received more from the Library of Congress than from any other single source, amounting in all to 774 bound and 18 unbound volumes, 38 pamphlets, and 9 periodicals. These have been received thru the generous application of the law on the part of the Librarian of Congress, by which he exercises his authority to turn over to this library any suitable material received by the Library of Congress and not required by it, especially such material received from Government offices. (Act of Congress, February 25, 1903.) Among other books acquired thru this source were several sets of bound periodicals, valuable for reference.

Thru the courtesy of the superintendent of documents the library is now regularly receiving, shortly after publication, unbound copies of all Congressional documents. By this means the library is now practically sure of getting immediately everything printed at Government expense (except hearings). This privilege is especially valuable in the case of the many scattered and small documents which pertain to the District of Columbia. Only such documents are retained as are required by the definite needs of this library.

The library has continued regularly to receive from Mr. James T. Du Bois the interest (\$100) on the endowment fund of \$2,000 established by him in 1898. Mr. Du Bois proposes ultimately to increase this fund, known as the Henry Pastor memorial, to \$5,000. The proceeds are expended for current scientific and technical periodicals. The income of \$50 regularly derived from the Woman's Anthropological Society fund of \$1,000 is used to procure anthropological books and periodicals.

In spite of the fact that no one yet has come forward to establish an endowment fund for the purchase of material about the District of Columbia, the library has acquired considerable additions to the collections thru gifts and purchases. Many of the rarer items sought by the library, however, were bought by private collectors, as the library's regular book funds are too meager to be used to pay advanced prices. If the District Public Library is to build up a collection of local material worthy of itself and of the municipality, some such special fund explicitly devoted to the purpose should be established. The plan is commended to the attention of the local historical and commercial organizations.

The library continues to be indebted to Messrs. Woodward & Lothrop for collecting from donors packages of books presented to the library and for transferring boxes of books to and from the settlement stations.

CATALOG DEPARTMENT.

The year has seen 15,779 volumes classified and cataloged and practically the same number shelf listed. For them 32,282 new cards have been added to official and public catalogs, not counting shelf-list cards. The records show an increase over 1904-5 of 4,554 volumes cataloged and 8,886 cards added to the catalogs. Attention is called to the statement of the head cataloger showing that much of the time of the catalog force is necessarily given to the work of other departments. The work of making additions and corrections, tho necessary to render any catalog consistent, homogeneous, and workable, shows little in statistics, but takes much time.

An important undertaking begun during the year was that of regularly cataloging for the series of printed cards of the Library of Congress all books added to this library and not contained in the National Library. It was found that the current issues of the A. L. A. Booklist were regularly containing a number of new books not received at the Library of Congress by copyright or by purchase. This library, however, wishes to acquire, as a matter of course, for its constituency everything contained in that list. This library therefore responded to the request to furnish the copy for cards to cover these books. From this beginning it has now become the custom of the Library of Congress to indicate any of the new accessions of this library for which card catalog copy is desired. In view of the numerous cooperative advantages which this library enjoys at the hands of the Library of Congress the opportunity for reciprocity was welcomed. At the same time, it is true that the cataloging required in the case of the books referred to is much fuller and therefore entails more labor on the cataloging department of this library than would its own simpler methods.

For the first time in eight years a complete inventory of the book collection has been taken. It was not completed until after the close of the period covered by this report. The library has been moved once since the taking of the last complete inventory, and it is known that much unbound material, especially Government documents, was lost in the moving process. Also the fiction has always been on open shelves, by which plan a certain amount of loss is not unexpected. When all these things are taken into consideration the total losses will not be so startling. The total missing books number 3,226. These include 301 juvenile books, 1,600 adult fiction, and 1,325 books of other classes. These figures are constantly being reduced by the discovery of lost books.

BINDING AND REPAIR WORK.

No essential change has been made in the binding and repair work of the past year. The former has been done by contract in the building and the latter by direct employment. Reference is made to the *detailed report*. It is believed that the contract for the coming year's *binding will prove much more favorable to the library*. It has been *made to cover, if desired, the repair work as well as binding proper*.



The plan of having repairs scientifically made under the direction of a skilled foreman will be tried.

Experiments tried with the bindings of Mr. Cedric Chivers have made it seem wise to secure all needed replacements possible originally bound in his bindings, and about \$3,000 was expended in this way. Also some copies of new works of fiction that are likely to be long in demand are regularly purchased originally bound in Chivers's bindings.

Much interest was aroused in the subject of binding by the exhibition of binding materials and processes collected by Mr. J. C. Dana, librarian of the Public Library of Newark, N. J., and lent to this library for two weeks in December.

PUBLICATIONS AND PUBLICITY.

Thru the courtesy of the local press the library has thruout the year been able to make its announcements and publish lists of its chief accessions in the columns of the newspapers. The Evening Star publishes as a regular part of its Saturday book page approximately a column of library accessions and news. The Post and Times have printed the lists less regularly, but have frequently published news articles and editorials advocating more liberal appropriations for the library. Copies of all these papers have been presented to the library for binding.

The series of annotated reference lists has been continued with the following issues: No. 1 (second edition), Books on Gardening; No. 4, Interesting Biographies; No. 5, Periodicals on File; No. 6, Fine Arts. If found practicable, it is hoped to issue these lists more rapidly during the coming year. The project of starting a monthly bulletin of accessions should also be realized this year, if possible. The plan of distributing publishers' advertising leaflets has been continued, and the public has made full use of lists covering Spalding's Athletic Library, the Riverside Art Series, Macmillan's List of Books of Interest to Students of Politics and Public Affairs, Scribner's Some Recent Volumes of Essays and Letters, Scribner's Some New Volumes on Travel and Italy, and McClure, Phillips's New Volumes on Biography, History, Travel, Sociology, and Economics.

LIBRARY STAFF.

It is a pleasure again to speak in commendation of the intelligent and devoted service of an enthusiastic staff. Its work has almost without exception been characterized by an earnest zeal for the attainment, by cordial cooperation, of the purposes for which the library is conducted, and only in the rarest cases have the elements of self-seeking or of timeserving been evident. Professional spirit has been fostered by a more general reading of current literary and library literature, by increased membership in library associations, and by a spirit of emulation due to the presence thruout the year of a large apprentice class.

Extra copies of such critical journals as the Nation, the Critic, the Bookman, and such professional periodicals as the Library Journal and Public Libraries are taken for staff use. Twenty members of the staff now belong to the District of Columbia Library Association,

the monthly meetings of which are regularly held at the library, and six members belong to the American Library Association. The library was officially represented at the American Library Association meeting at Narragansett Pier, R. I., June 27–July 6, 1906, by the librarian, the assistant librarian, the head cataloger, and the children's librarian. At that meeting the librarian presented, as chairman of the committee on bookbinding, the report of that committee. He was also chosen treasurer of the American Library Association for the present year. Last December he was honored with the election as president of the District of Columbia Library Association. During the year he has on request contributed two articles on certain phases of the work of the library to the Library Journal, and one, entitled "The Public Library of the District of Columbia as an organ of social advance," to *Charities and the Commons* for April 14, 1906. He has likewise contributed book recommendations and notes to the *A. L. A. Booklist*.

APPRENTICE CLASS.

In view of the fact that the salaries paid in this library are for the most part too small to attract the graduates of the regular library schools and that employes of this library are constantly being attracted away by better salaries paid in other local libraries, it has been found necessary in order not to fill the frequently recurring vacancies with persons altogether lacking in professional knowledge to conduct a class for training junior assistants. The discontinuance of the library school formerly conducted at the George Washington University and the natural attractiveness of library work brought no less than 46 applicants for admission to this class. That number might have been greatly increased except that applicants pledge themselves to serve a six months' apprenticeship without pay in return for the instruction. There is also an understanding with applicants that they will accept any proffered appointment in this library. Of the 17 who past the examination, 14 completed the course; 8 of these have been appointed and 6 are now on the eligible list.

The major portion of the course consists of practical work under the close supervision of heads of departments. A certain amount of theoretical instruction has also been possible. The importance in library work of a knowledge of current affairs has been emphasized by a series of round tables at which designated members of the class have reported on recent events. Brief but systematic lectures on the great literatures of the world have been given, accompanied by syllabi, with indicated readings. By this course it is sought to give some idea of literary perspective in order to keep the young librarian from holding the idea that recent and popular books are the only ones worth attention. A considerable amount of technical literature is assigned for reading, and examinations covering the entire course are given periodically and at its close.

RECOMMENDATIONS.

For the librarian to report only what the library has attained during the last year, and not to report its failures, its shortcomings, what it still lacks to fulfil its purpose in this community, would be *to neglect, for the purpose of progress, the most important items.*

Altho it is true that by the increase in this year's appropriation the library receives one important and ten minor assistants, an increase in the book fund of \$2,500, and one of \$1,000 in the contingent fund, yet it is also true that its necessities are still very great. Appropriations have always been so far in arrears of needs and of growth in the use of the library, and the past two years have seen such rapid strides in that use, that this year's increase in appropriation has not made possible the opening of a single room additional to those already in use or added one new department of work.

If it could be expected that the circulation and other use of the library would not further increase, the added appropriation would help toward making the chronic overburden of work a little less serious. But of course it is expected and hoped that the work of the library will grow and broaden. The library ought at once to be enabled to occupy the whole of its central building, to do the full amount of work possible, and to improve the quality of that work. This can not be accomplished by adding a few low-priced assistants to the staff and by slight additions to book and other appropriations.

The pay of the rank and file of the library staff doing educational work will bear a pitiable comparison with the salaries paid to Federal Government employees, whether subordinate clerical assistants or elevator men, messengers, etc. The last session of Congress saw increased salaries for the school-teachers, the policemen, and the firemen of the District. Is it too much to expect that the library branch of the District service, solely devoted to the enlightenment and the happiness of the people, shall this year have more generous and equitable treatment at the hands of Congress?

The definite needs for library development are not essentially different from those enumerated in last year's report, and may be summarized as follows:

1. Practically only one floor of the central library is occupied for public use. The children's room is cramped in quarters one-half the size ultimately to be used for it and therefore stunted in its growth. Periodicals interfere with the regular reference work, tho a large room is in readiness for their proper display. Proper development of both reference and circulation work is delayed by these defects, and all must wait for increase of force and enlargement of book funds.

2. It is unfortunate that necessity still further postpones the construction of the Carnegie branch buildings and the development of this part of the work. A bill authorizing the construction of the first branch building at Takoma Park past the Senate at the last session and should be pushed to passage in the House with the opening of the next session. With this branch authorized, an appropriation for stocking it with books should be secured. Tho it is important to secure the branch system as rapidly as possible, it should not be accomplished at the expense of proper development of the work of the central library.

3. The library should also look forward to the establishment of a system of duplicates for circulation thru schools, Sunday schools, police and fire stations, institutions, department stores, etc. Some of this work, such as that of supplying books to settlements, has already been begun in a modest way and should be developed as rapidly as possible.

It is of course not recommended that an attempt should be made to occupy the whole of this field immediately; but such work should find a legitimate place here as it has in other cities, and these are the lines of development along which the library should be directed.

In the following estimates, however, the recommendations cover simply what is regarded as necessary properly to cope with the work of the central library:

Estimates for running expenses.		Recom- mended 1907-8.	Appropri- ation 1906-7.
1. Library and building force:			
1. Administration department—			
Librarian	\$4,000	\$3,000	
Assistant librarian.....	1,800	1,200	
Librarian's secretary (new)	1,000	
Stenographer and typewriter.....	720	720	
Copyist	480	480	
Messenger (new)	480	
2. Order department—			
Chief (new)	1,000	
Assistant.....	600	600	
Do	540	540	
Assistant (new).....	480	
Page (new).....	360	
3. Catalog department—			
Chief (new)	1,500	
Cataloger	900	900	
Cataloger	720	720	
Cataloger (new)	720	
Cataloger	600	600	
Three catalogers (now called temporary catalogers), at \$540 each.....	1,620	1,620	
Assistant (new) for marking books.....	480	
4. Binding department (preparation of books)—			
Assistant.....	720	720	
Collator.....	360	360	
5. Reference department—			
Reference librarian (new).....	1,000	
Assistant (readers' adviser).....	900	900	
Assistant.....	720	720	
Assistant.....	540	540	
Two pages, at \$360 each.....	720	480	
6. Periodicals department—			
Assistant (new).....	720	
Assistant.....	540	540	
Page	360	240	
7. Children's department, including work with schools—			
Children's librarian.....	1,000	1,000	
Assistant.....	720	720	
Assistant (new) for school work.....	720	
Assistant (new).....	600	
Attendant (new).....	540	
Two attendants (new), at \$480 each	960	
Two pages, at \$360	720	480	
8. Circulation department—			
Chief (new).....	1,500	
Assistant (new).....	900	
Assistant.....	720	720	
Assistant.....	600	600	
Assistant (new).....	600	
2 attendants (new), at \$540 each.....	1,080	
3 attendants, at \$480 each.....	1,440	1,440	
5 attendants, at \$360 each.....	1,800	1,800	
2 messengers, at \$480 each	960	720	
5 pages, at \$360 each	1,800	1,200	
9. Building force—			
Engineer	1,000	900	
Fireman	720	540	
Workman.....	480	480	
Library guard	720	
2 cloakroom attendants, at \$360 each.....	720	720	
2 janitors, at \$480 each.....	960	960	
5 charwomen, at \$180 each	900	900	
1 charwoman (new)	180	
II. Sunday opening.....	1,700	1,700	
III. Purchase of books, the regular annual book fund, not less than	15,000	7,500	
IV. For binding	4,000	8,000	
V. For fuel, lighting, fitting up building, and other contingent expenses	7,000	7,000	

Reference is made to the arguments used in the case of each recommended increase given in the estimates as contained in the report proper of the trustees. The arguments are not repeated here, tho the recommendations are here given for the sake of classifying them under the necessary departments of the work. In addition to the arguments in connection with each estimated increase, it seems proper to offer reasons in support of the general policy governing these recommendations.

It should be stated that the recommended salary roll does not represent any superfluous numbers. It is, on the other hand, a conservative estimate of the number of persons needed properly to open all departments of the work of the central library building. It will be noticed that this year practically all of the lowest-priced employees, which have formed such a large part of the estimates of former years, have been eliminated from the new recommendations. This has been done deliberately and for the following reasons: In all but the rarest cases, when Congress has heretofore added to the salary list it has been from these low-priced positions, with the result that the average salary paid to the library force has been constantly going down. This has of course been very discouraging in view of the facts that both the quantity and quality of the library work has been increasing at a rapid rate, and that in the other arm of the public educational service of the District, the public schools, the salaries have just been greatly increased.

The following table will show some particulars in which the work of the library has increased in quality and quantity in recent years and how the average salaries have gone steadily downward:

The Public Library—Four years' use and appropriations.

	1903-4.	1904-5.	1905-6.	1906-7.
Home circulation	278, 188	353, 493	433, 096	^a 502, 391
Percentage of increase over preceding year	30	27	22	^a 16
Reading-room visitors	43, 499	74, 296	114, 428	^a 161, 721
Percentage of gain, reading room-visitors	85	70	54	^a 40
Books brought to reading room	4, 850	16, 338	23, 272	^a 31, 480
Total appropriation	\$36, 280	\$35, 320	\$39, 120	\$47, 260
Percentage increase in appropriation	23	—2	10	20
Appropriation for salaries	\$19, 280	\$21, 320	\$23, 420	\$28, 660
Percentage increase in salary fund	10	10	10	19
Total number employes	35	39	43	54
Average salary, entire force	\$550. 85	\$546. 66	\$544. 65	\$519. 62

^a Estimates.

Inasmuch as the recent well-deserved increases in the teachers' salaries hold out hope for betterment of the salary conditions in the library, it is perhaps not out of place to make comparisons between the two services, not, of course, in a spirit of jealousy at the improved condition of the teachers as compared with that of the library force, but with a view to pointing out the reasons for improvement in the pay of library service. For the present year the lowest salary paid to the rank and file of the teaching force is \$500 and the highest salary paid to a subordinate teacher is \$1,030. The ordinary salary paid to a library assistant is \$360 and the highest paid to other than department heads is \$720. Even some department heads get only

\$720, and, outside of the librarian and assistant librarian, only three persons in the library force proper receive more than \$720—one \$1,000 and two \$900 each.

It should be further pointed out that the teachers receive their salaries for little more than nine months' service and for five days' work a week, while the library force works eleven months in a year and six days in a week. Teachers' hours in the schoolroom are likewise shorter than the hours of library service. In order to succeed, librarians must spend just as much time in outside study as teachers must. The educational requirements for admission to the local library service are just as high as those exacted of the teachers, and the library's apprentice course is probably a fair equivalent of the local normal school course. So far as possible a full college course and a full two years' library school course are required of those seeking the higher library positions, and fully as high administrative ability is required for library department heads as for public school principals, who receive from \$1,010 to \$2,000 each.

Last winter, when the teachers' salaries were under discussion, it was often pointed out that the local public schools were constantly losing teachers, who left the city to accept better salaries. A similar condition prevails in the Public Library, except that it is generally to the other libraries of the District that Public Library employes are called by more tempting salaries. The library force is constantly changing thru the loss of assistants who have been trained in its work. It would suffer still more from such changes except that most of the library employes are held in Washington by home ties or by a deep interest in public library work and by the hope that ultimately justice will be done to the library force as it has been done to the teaching force. These adventitious circumstances ought not to be used to the detriment of the library force when Congress passes upon the library estimates.

MISCELLANEOUS.

Altho in this report it has often seemed necessary to dwell on some of the discouraging features of the local public library situation, it must not be inferred that there is any other expectation but that the final outcome will be satisfactory. The Public Library was late in being established as compared with other municipal public libraries, and has always had a hard fight for existence, due to the fact that statistics have shown that the District of Columbia was better supplied with libraries than any similar area in the United States, and therefore—so reasoned the legislators—could not have any great needs in this direction. Gradually, however, Congress is realizing that unless and until this library has adequate support the mass of the people, including the Federal Government employes, will be without helpful library facilities. Inasmuch as this is not a theory, but an actual condition, the justice of the library's contention is sure to prevail and adequate library development can not be long postponed.

The public and the press have ever been most appreciative of the attempts to improve the library service; the Commissioners have always cordially seconded efforts in this direction; and, lastly, the trustees have at all times shown the heartiest interest and cooperation in the advancement of the local public library cause. The sec-



Public Library District of Columbia, 1906.

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A LINE AT THE RETURNING DESK.

ond year's service of the librarian, like the first, has therefore been one of satisfaction. For the continuance of the trust imposed he wishes to return cordial thanks.

Respectfully submitted.

GEORGE F. BOWERMAN,
Librarian.

The TRUSTEES OF THE PUBLIC LIBRARY.

EXTRACTS FROM REPORTS OF DEPARTMENTS.

Preceding the writing of the foregoing report, the heads of the various departments of the library service submitted reports, including statistical tables, covering the details of the work of the year. The following extracts cover matters not covered in the librarian's report or only briefly mentioned in it. These departmental statements therefore supplement the main report.

ISSUE DEPARTMENT.

The chief of the issue department, Miss Faith G. Stoek, reports as follows concerning home circulation and registration:

For the purpose of ready comparison, the details relating to some parts of the circulation in each of the last two years are here brought together.

	1904-5.	1905-6.
Total circulation (including social settlements and schools)	353,496	433,096
Circulation, central library	349,991	424,154
Circulation, social settlements	2,684	8,265
Circulation, high schools	821	677
Average daily circulation, central library	1,146	1,359
Average monthly circulation (including social settlements and schools)	29,426	36,023
Monthly increase	6,244	6,597
Yearly increase	75,308	79,600
Percentage of increase	27	22
Number of days open for circulation (including five holidays this year)	305	312

The library is open for home circulation each week day, with the exception of July 4 and December 25.

In order to encourage the use of non-fiction, additional cases have been provided in the open-shelf room for works of that character, where formerly only works of fiction were directly accessible to the public. As these books are changed at intervals, all works of non-fiction, with the exception of class "F" (history) and a few foreign books, have at some time during the year been on open shelves. Selections from the new accessions, locally called "bulletin books," and from at least two foreign languages, are always kept in the lobby. These are changed every few days.

For the convenience of teachers, circulating books on pedagogy and education in general have been placed in the teachers' room, together with a separate collection of books on all subjects of use to teachers, which are for reference only. Books drawn on teachers' cards need not be renewed at the end of two weeks, but may be retained four weeks if desired, subject to recall at the end of two weeks in case a reserve is left for the same. This, of course, does not extend the usual time limit on such books.

During the summer all persons leaving town for their vacation may draw six books with the privilege of retaining them for four weeks, subject to recall at the end of two weeks.

The experiment of adding "pay" periodicals to the duplicates collection was not a success. The free copies of the same magazines, one of which may be drawn in addition to a book, have a good circulation. We now take ten "pay"

copies of the Century, Harper's, Scribner's, and five of the Review of Reviews and the World's Work. The circulation of these "pay" copies in the past year does not warrant subscribing for so many "pay" copies another year. Five copies where we now take ten and two instead of five will supply the demand.

The following is a list of the periodicals regularly circulated: Appleton's, Atlantic, Bookman, Catholic World, Century, Critic, Current Literature, Everybody's, Harper's, McClure's, North American Review, Outing, Popular Science Monthly, Review of Reviews, St. Nicholas, Scribner's, World's Work.

In order to properly investigate the cause of frequent complaints of books being "always out," a printed form is supplied to be filled out by the reader, stating author and title of book desired and the number of times called for unsuccessfully. Such complaints are investigated and new copies of books are procured if deemed necessary. Notification of the result of the investigation is always sent, and in the case of non-fiction the book is reserved upon the payment of the usual fee of 2 cents.

An inventory of the library was begun in May, 1906, and completed after the period covered by this report. The books are not only checked up from the shelf list, but thoroly inspected to see whether the call number and accession number are correct and correspond with those in the shelf list, if the correct card is in the pocket, and if the books need repairing or rebinding. The issue department force spent much time at the inventory; however, as the catalog department did about two-thirds of the work the detailed statement is given in the report of the head of that department.

The health department continues to cooperate with the library in locating books in houses in which contagious diseases have developed. The steps taken to minimize the danger from this cause are set forth at length in the report of 1905. Many people inquire into our methods for preventing the spread of contagious disease thru the books and seem fully satisfied with the precautions taken.

The following tables of circulation, fines, etc., cover the central library only:

Circulation by months and classes from July 1, 1905, to June 30, 1906.

	1905.				1906.						Total.
	pt	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June	
038	1,036	1,100	1,607	1,360	1,438	1,822	1,500	1,381	1,271	14,976	
661	1,364	1,364	1,001	643	662	798	672	591	475	8,986	
509	842	664	625	881	770	799	723	610	436	7,517	
236	1,411	1,520	1,615	3,246	2,742	3,133	2,298	1,979	1,078	23,243	
251	412	445	374	519	498	708	488	420	279	4,887	
660	547	545	450	547	561	679	599	637	444	7,168	
486	337	372	323	464	400	588	425	483	588	5,393	
335	491	640	567	883	827	935	713	562	485	7,075	
378	2,019	2,031	1,865	2,599	2,444	2,955	2,503	2,092	1,728	24,068	
893	17,674	18,403	18,340	23,712	22,367	24,657	20,694	20,647	19,232	233,341	
112	3,746	4,819	4,794	5,148	5,022	5,603	4,253	3,711	4,096	55,094	
942	2,269	2,988	3,065	3,473	3,720	4,290	2,927	2,268	1,973	33,426	
501	31,948	34,891	34,026	43,475	41,451	46,967	37,690	35,371	32,086	424,154	
096	1,228	1,341	1,308	1,610	1,727	1,737	1,507	1,310	1,234	1,369	
0.1	67.0	66.6	68.0	66.4	66.0	64.4	65.9	68.9	72.7	68.0	

Monthly statement of fines, etc., from July 1, 1905, to June 30, 1906.

	1905.					
	July	Aug.	Sept.	Oct.	Nov.	Dec.
Fines	\$190.23	\$151.17	\$181.70	\$198.29	\$221.64	\$312.08
Duplicate collection	56.10	37.30	20.55	30.75	60.00	106.25
Reserves	2.46	2.06	2.38	5.70	8.24	7.02
Books lost and injured	4.48	4.38	9.50	9.80	4.42	14.51
Reissued cards	5.90	6.20	6.90	10.20	9.40	9.50
Sale of catalogs	1.25	.55	2.75	.90	.45
Total	260.42	201.66	221.93	257.48	304.60	449.79

Monthly statement of fines, etc.—Continued.

	1906.						Total.
	Jan.	Feb.	Mar.	Apr.	May.	June.	
Fines.....	\$268.60	\$248.80	\$304.54	\$296.08	\$276.52	\$262.76	\$2,912.39
Duplicate collection.....	180.90	168.80	184.15	144.80	127.40	94.10	1,211.10
Reserves.....	14.14	12.54	12.48	9.40	7.42	6.86	90.70
Books lost and injured.....	7.48	7.08	4.13	4.40	5.22	6.00	81.40
Reissued cards.....	9.20	8.20	7.70	6.50	5.70	6.80	92.20
Sale of catalogs.....	.35	1.30	.9065	9.10
Total.....	480.67	446.72	513.90	461.18	422.91	376.52	4,396.89

REGISTRATION.

The number of cards in force June 30, 1905, was 38,799, as against 39,800 on June 30, 1906. This shows a gain of 1,021. During the year 12,885 registered, and the number of cards issued, including non-fiction and privilege cards, was 25,699.

The large number of expired cards is due to the fact that it has been three years since the library moved to the new building, at which time 3,385 persons registered in eighteen days. These cards expired in January, 1906. Many of them were never called for.

All children who can properly fill out an application blank are permitted to register, the age limit having been removed.

Formally applicants not having their name in the District directory were obliged to have a guarantor. Now the application is accepted when the name is found in the Directory, Blue Book, Social Register, Elite List, or Telephone Directory. Even tax receipts serve as means of identification. A note of introduction from employer or chief clerk is likewise accepted in lieu of guaranty.

The work of the registration division has been increased thru registrations in the five settlement stations. The registration requirements at the stations are not rigorous, hence membership cards issued there may not be used at the main library until the usual requirements have been complied with.

The special privilege card entitling the holder to ten books of non-fiction, issued to students, has been greatly appreciated.

Seventy-five persons obtained cards upon making a deposit of \$5. Fifty-eight have withdrawn the same.

In order to lessen the work of the issue department, children should return as well as receive books in the children's room. This can be done with the assistance of two pages assigned especially for this work, one of whom remains in the room from 10 a. m. until 4.30 p. m., the other from 4.30 to 8 p. m.

The increased number of assistants will, during the coming fiscal year, render it possible to make out reader's cards immediately, and not oblige applicants to wait two days as has been the custom.

Statistical report of registration from July 1, 1905, to June 30, 1906.

Gross registration June 30, 1905.....	44,602
Total number of cards in force June 30, 1905.....	38,779
<hr/>	
Additions:	
New issues.....	10,287
Reissues.....	2,598
<hr/>	
Total.....	12,885
Nonfiction cards.....	12,345
Teachers' cards.....	410
Privilege cards.....	59
Number of cards issued.....	25,699
<hr/>	

Deductions:

Expired to date	11, 258
Left town	233
Deceased	22
Canceled	351
Total	11, 864
Net increase in registration	1, 021
Gross registration June 30, 1906	57, 487
Total number of cards in force June 30, 1906	39, 800
Average registration per day	41
Lost cards:	
Reported lost	1, 775
Duplicates made	938
Amount realized	\$92. 20
Delinquent notices	13, 173

REFERENCE DEPARTMENT.

Miss Grace E. Babbitt, reference librarian, reports as follows on the work of the reference department, including Sunday use:

The use of the reference room has been steadily increasing. In the past year 114,428 readers have visited the room, against 74,296 the year before, a gain of 54 per cent. The greatest number of readers in a single day previously recorded was 395, on March 21, 1905; on January 16, 1906, there was 636 readers in the room. The number of books used this past year was 23,273, against 16,338 the previous year, a gain of 41 per cent. Such books are merely those brought from the other parts of the library for use in the reference room. It is impracticable to keep a record of the use of the books that are shelved in the room, or the amount of assistance given to the readers by the reference room attendants. This is individual and according to the needs of the reader. The smaller percentage of gain in books used is due to the large increase of magazines currently taken. This list has been carefully rounded out and the increased use of periodicals shows that they are meeting the demands of the public.

The various study clubs have responded to the invitation of the librarian, sent out last year, by coming to the reference room for help in deciding on subjects, making programs, choosing books, and for the reading of reference and other books and periodicals.

It is so much more of a privilege to this class of readers to be able to take books home to be studied at leisure that it has seemed wiser in the majority of cases not to attempt to reserve books from the circulating department for their use in the reference room. This is, of course, done whenever it is desired. The study room, on the second floor, set apart for the use of clubs and study classes, has been used and highly appreciated by some earnest students. Books and periodicals have been sent to this room, weekly or fortnightly, as desired, for their use.

School children come to the reference room in increasing numbers and it is interesting to see how proficient some of them have become in the use of various library tools. A fuller cooperation between teachers who send pupils in numbers to the library is greatly to be desired. If all the teachers would inform the reference librarian a day or two in advance of what is wanted the best material would be collected and reserved in the reference room for their use. It has several times happened that the first few members of a class would draw out all the best books on a subject before the assistants were aware that it was more than an individual demand, and it would be difficult to get anything satisfactory for the rest of the class.

Bulletins have been made each month for the teachers, consisting of lists of new books pertaining to pedagogy and the most valuable articles on these subjects in the current general magazines. I wish these bulletins might reach a larger number of the people they are intended for than they seem to do. The teachers that come to the reference room are very appreciative, but there is a large number that do not avail themselves of its resources. The leading educational periodicals are received at the library and are placed, both





current numbers and bound volumes, in a pleasant room on the second floor, called the teachers' library. This room should be used much more than it is. It contains a valuable collection of pedagogical books.

The reference librarian also makes out a weekly bulletin for the local newspapers. These are always published in the Evening Star, and sometimes the Post, on Saturdays, and are selected lists of books added to the library during the week. These bulletins are posted in the reference room, the central hall, and the open-shelf room. Saturday noon the books listed are displayed at the east end of the central hall.

The checking of auction lists, publishers' remainders, as well as the regular weekly lists of new books, for ordering, occupies much of the reference librarian's time and requires more. The publishers' remainders, particularly the English ones, are valuable. Often books are offered at considerable reductions, which are valuable acquisitions to the library, but whose first cost was prohibitive. Technical lists are filled out from the authoritative book reviews in the Engineering News monthly literature supplement.

The Sunday and holiday opening of the library brings a good number of visitors to the reference room. I notice that a number of people who are here for brief periods on week-day evenings come for long quiet hours on Sunday, and there are a number of faces seen on Sunday and no other time. The magazines, both current and bound, receive particular attention on Sunday.

The electric lights on the tables have been a great addition to the comfort of the readers, and as half of the ceiling lights are not in use and the remainder changed from 16 to 8 candlepower, the net result is a gain in economy.

Visitors to reference room.

Date.	Week days and Sundays.		Sundays only.	
	Readers.	Books.	Readers.	Books.
1905.				
July.....	5,564	1,002	521	79
August.....	6,246	999	457	62
September.....	7,802	1,384	515	91
October.....	9,097	1,922	904	105
November.....	10,544	2,182	730	108
December.....	9,116	1,998	1,061	195
1906.				
January.....	12,842	2,763	867	196
February.....	11,871	2,387	848	207
March.....	12,136	3,025	872	209
April.....	11,040	2,140	971	224
May.....	10,259	1,975	678	149
June.....	7,911	1,496	542	100
Total.....	114,428	23,273	8,966	1,725

Miscellaneous statistics.

	Readers.	Books.
Total, including Sundays.....	114,428	23,273
Total for Sundays.....	8,966	1,725
Total for week days.....	105,462	21,548
Average per month.....	9,535	1,939

	Monthly.		Daily except Sunday.	
	Date.	Number.	Date.	Number.
Greatest number of readers.....	January.....	12,842	January 16....	636
Smallest number of readers.....	July.....	5,564	July 19.....	137
Greatest number of books used.....	January.....	2,763	March 5.....	163
Smallest number of books used.....	August.....	999	July 17.....	10

INFORMATION DESK.

Miss Grace B. Finney, assistant librarian, reports as follows on the conduct of the information desk:

The work of this department was begun in September, 1905. It is difficult to express in figures the amount of work accomplished, as the position is one where results are more telling than figures, for the reason that a readers' assistant serves in the capacity of guide, assistant, and instructor.

The work has two distinct sides, private and public. As private work, from requests made by the public the assistant is able to discover that the library is lacking in certain material. Both by making notes of the subjects inquired for and by mentally noting complaints, suggestions and criticisms can often point out needed improvements in the assistants and the work. As a public work, the endeavor has been made to answer all questions intelligently, to place before a reader the books containing the desired information, searching where necessary, guiding strangers to different departments and desks, explaining the catalog, and selecting works of fiction and non-fiction whenever asked to do so. To familiarize myself with the new additions of books I have filed all cards in the public catalog the past year by permission of the chief of the catalog division, to whose department this work belongs, as well as withdrawing the cards for works which have been worn out.

The different classes with whom I have worked are school children coming for material on topics assigned by teachers for study and composition, college students and professors, teachers who use the ten-book privilege for class work and ask assistance in the selection of the books, working men and women always eager for the latest and best addition of a book to be used for self-development and self-support, men asking books on medicine, law, architecture, etc., club women, and the large class reading for pleasure, a number of whom ask for suggestions.

Memoranda of questions asked daily were kept for a while to gain some idea of the scope of the work. The following is a list for one day: History of the "acquisition," ancient American sculpture, something interesting about Ireland, how to raise violets, dermatology, Cleanthes' hymn, slavery in Africa, the Duomo, Florence, literary side of Mary Stuart, of what wood was the cudgel made used by St. Ives after he escaped from prison, "Simple Mary," Roma Comodus. The last two are samples of the questions daily asked which require much questioning before a clue can be found. The author of Roma Comodus was finally given as the man who wrote about purgatory, and Dante's Divine Comedy was remembered as being the book.

As the desk has been opened but one evening each week, many opportunities have been lost in giving assistance to a class of people who never reach the library during the day and who come with the serious purpose of study. For this reason the desk should never be closed. This will be remedied to a large extent the coming year with the additional services of an assistant part of each day. Many an inquirer goes away unsatisfied (with no one at the information desk) during the busiest periods, not caring to ask questions at the desks during the crowded hours when the stress of work is so evident.

One very important part of this work could not be handled in a satisfactory manner, but endeavors will be made this year to meet the situation. Large numbers of boys and girls visit the open-shelf room for fiction at the close of the school day. These boys and girls have outgrown fairy tales and crave romance and heroism. They are always ready for suggestions on the part of the assistant.

I would suggest that it be made part of the work of the readers' assistant to make attractive bulletins to be placed in the open-shelf room, also selected lists of interesting books to be printed or mimeographed to be distributed among these young readers. The books they often select and ask to have selected for them are books which may contain moral lessons for older persons, but far beyond their years and understanding.

YOUNG PEOPLE'S DEPARTMENT.

The following is the report of the children's department, by Miss Florence J. Heaton, children's librarian:

The appended table records the circulation of juvenile books from the main library, showing a total increase of 14,547 volumes over last year, and a

decrease of 5.14 per cent in the circulation of fiction. The force in the children's room is still limited to two persons, whose work naturally increases with the circulation and the very decided increase of school reference questions. So much time is consumed in necessary routine duties that personal supervision of the children's reading and critical selection of new books does not receive legitimate attention.

The reading club for older boys and girls was continued, but owing to stress of work only one story hour per week was held during the winter.

In the spring the Audubon Society again gave a series of bird talks to young people.

Picture bulletins, used to attract attention to lists of books on special subjects, have been found helpful, as has also the almost completed index to nature books.

The age limit was entirely removed and borrowers' cards may now be had by anyone who can satisfactorily fill out the required application blank.

An inventory of juvenile books completed June 30, 1906, shows 301 missing. This is the first report of stock taking of the children's books since the opening of the library.

We need a larger children's room, funds for its equipment, a separate card catalog, pictures for bulletin work, wall pictures, more books, four additional assistants, and two pages.

In addition to the requirements of the children's room at the main library, there is a large demand for a school duplicate department as well as books for public playgrounds, deposit stations, and club centers remote from the library.

Children's department—Circulation, by months and classes, from July 1, 1905, to June 30, 1906.

Class.	1905.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Philosophy and religion	82	88	80	117	135	130
Biography	227	217	204	258	302	364
History and travel.....	648	764	593	673	985	881
Social science.....	35	39	20	43	63	46
Natural science.....	200	223	171	225	249	233
Useful arts.....	110	110	110	123	169	189
Recreations and fine arts	172	229	140	142	176	144
Literature	446	568	478	539	758	935
Periodicals	177	166	146	149	151	133
Fiction.....	4,750	5,040	4,112	3,746	4,819	4,794
Total.....	6,847	7,444	6,054	6,015	7,807	7,849
Average daily circulation	274	276	233	231	300	314

Class.	1906.						Total.	Per cent.
	Jan.	Feb.	Mar.	Apr.	May.	June.		
Philosophy and religion	135	164	174	140	113	77	1,435	1.62
Biography	439	476	509	325	185	179	3,685	4.16
History and travel.....	1,180	1,170	1,409	987	788	613	10,691	12.08
Social science.....	44	53	58	40	38	16	495	.56
Natural science.....	308	357	407	262	204	213	3,052	3.45
Useful arts.....	217	199	227	140	101	109	1,804	2.04
Recreations and fine arts	180	249	229	154	138	140	2,093	2.36
Literature	813	898	1,096	758	594	523	8,406	9.50
Periodicals.....	157	154	181	121	127	103	1,765	1.99
Fiction.....	5,148	5,022	5,603	4,253	3,711	4,096	55,094	62.24
Total.....	8,621	8,742	9,893	7,180	5,999	6,069	88,520	100.00
Average daily circulation	319	364	366	287	222	233	285

LIBRARY STATIONS IN SOCIAL SETTLEMENTS.

The nearest approach that the library has yet made to establishing branches is the planting of stations in the following social settlements: Neighborhood House, 468 N street SW.; Noel House, 1245 H

street NE.; Rochefort Hall, Eighth street and Georgia avenue SE.; Peck Chapel, Georgetown, 2726 M street NW.; Colored Social Settlement, 118 M street SW., and, since the period covered by this report, Rosedale Mission, 1627 H street NE. Extracts from the reports of the volunteer librarians in charge of these stations are here given. It is possible that when the branch system is established some of these stations may become full-fledged branches.

NEIGHBORHOOD HOUSE STATION.

Miss Emily A. Spilman reports as follows on the work at Neighborhood House station, of which she is librarian:

During the year just ended 2,416 books have been circulated and 65 people have registered. Altho the total circulation for the year at Neighborhood House shows a slight falling off, the loss was in the use of fiction. An increase in the use of books in philosophy and religion, social science, and history proved more gratifying than a larger total due to less good reading. A station such as ours can not expect to grow beyond a certain point. The people in the neighborhood are the only ones reached, and after you have induced the children to register, and as many of the parents as will, activity in that line can not be great. In addition to our circulating department, a reading room was opened in the winter. This did not prove as great an attraction as I had hoped, none of the older people coming in to read. The room was patronized by the children and some older boys who were not registered borrowers of the library. It was found necessary to restrict the use of the reading room by issuing membership cards, which entitle the holder "to use of the reading room during good behavior." If lost a charge of 2 cents is made for a new card. A list of the names of the members was kept. This was done so that we could identify the children and as a check on the boys, who tried sometimes to get new cards by saying "I never had one."

One reason our circulation dropt was on account of our quarters. The room is small, and forms a passageway from the front of the house to the gymnasium and workshops.

Early in the winter the evening was kept free for the library, but later a club met upstairs, another in the gymnasium, and a third in the workshop, and the "stamps savings" were collected. This caused much confusion and congestion and made control of the children much harder, as they were constantly reinforced by outsiders who only wanted to make trouble. The room in use as a library was badly heated and subject to constant drafts of cold air. This year we are going to try having the books in the large front room and combining the circulating and reading room. The residents at Neighborhood House have also promised to cooperate with us in every possible way, and I hope the library will take a firmer hold on the neighborhood.

After careful consideration a set of rules was formulated to meet my own needs. These I have typewritten and posted. As they seemed to equally meet the needs of the other stations, they have been printed as a folder and are given out with the new cards. The number of overdue books are fewer than last year, and I think it is quite possible to get them in.

The Public Library has generously provided 200 new books, including many duplicates of the best children's books, for the station. These books are being held back from the shelves until the fall, as during the summer the use of the library is comparatively small. Many of the children have grown up enough to "go to work," and now have their cards transferred from the station to "the big library;" so we are training them to be readers and to seek the privileges of the Public Library, as they need more than we can supply.

We have continued to receive the magazines from the dead letter office, and find in those not distributed much good material for picture bulletins.

I have to thank the members of the Public Library staff for continued assistance during the year, Miss Finney and Miss Buynitzky helping regularly on Monday evenings and Miss Stoek on Saturday afternoons. Other members of the staff have been kind in volunteering service in case of need.

Neighborhood House station.—Circulation, by months and classes, from July 1, 1905, to July 1, 1906.

NOEL HOUSE STATION.

Miss Bessie Silverthorn reports as follows on the work of the Noel House station:

Noel House station was opened July, 1905, with about 275 books, to which were added, during the year, a large number more, gifts of the Noel House residents.

The number of registrations for the year is 191, tho the number of actual borrowers is more, as many persons are allowed to use cards obtained originally at the main library.

The library is open twice a week: Monday, 7 to 9 p. m., and Saturday, 2 to 6 p. m.

The total circulation for the year is 3,575 books, 2,698 being fiction and 877 non-fiction. The smallest number of books circulated, 126, was during the opening month.

Tho the station has no regular reading room, magazines from the main library, not current numbers, are placed on the kindergarten, and enjoyed by borrowers and visitors alike.

The non-fiction card has been often asked for and granted at Noel House. Very often the two cards have been used for non-fiction, familiarly called "plain reading;" this during school months particularly.

As the station is responsible for the care of its books, ordinary mending, etc., a number of the children volunteered assistance. They paste in fresh charging slips, card pockets, etc., later arranging "books for young people," "books for older persons," and "non fiction" on their proper shelves for the next opening. This guild has had a leavening effect on some erstwhile unruly visitors.

There has been no special bulletin work for Noel House readers, but the few posters, "Books for boys" and "Books for girls," have been very popular. With some added non-fiction these bulletins can be made a valuable adjunct.

More shelving is to be made for the library soon, and the central library has promised some new books to fill them. The outlook for the coming year at Noel House station is bright.

Noel House.—Circulation, by months and classes, from July 1, 1905, to July 1, 1906.

ROCHEFORT HALL STATION.

Miss Sarah Ambler, librarian in charge, makes the following report on the Rochefort Hall station:

Rochefort Hall station of the Public Library is located in southeast Washington, one block from the navy-yard. It is not in a slum district; the people are industrious and earn a good living, but are very much in need of refining and uplifting influences. The station has been in operation for one year; it has issued 99 readers' cards, and has lent books to quite a number of children who have cards issued at the main library.

It was opened especially for the children of the neighborhood, but there are some adult card holders. The adults read Miss Alcott, Laura E. Richards, Mary E. Wilkins, and some of the histories.

We need larger quarters, and it is hoped to secure more room either in the same building or secure another building. Then we hope to be able to do more for the older people of the neighborhood. But with 50 children in a small room there is little room for the parents, and our hope is in the children. They are very appreciative, and during the year we can see a change in their reading. At first they read a part of a book and then were tired of that and wanted something fresh; now they want to finish the book. The boys are better readers than the girls, and it is the boy who asks for something to help him in his history at school, or for books along certain lines, as, for example, electricity.

The greatest difficulty we have to contend with is the order. The problem is, Shall strict order be enforced, thereby driving the children into the street and bad company, or shall we work for better conditions, hoping in time to make a self-governing body? We believe the latter is the best plan in places where the uplifting of a small community is the work in hand.

Rochefort Hall—Circulation by months and classes from July 1, 1905, to July 1, 1906.

Philosophy and religion	
Biography	2
History	21
Social science	
Natural science	2
Useful arts	
Recreation and fine arts	
Literature	21
Fiction	
Total	

* Closed

GEORGETOWN STATION.

Miss Mary D. Wightman, the librarian, reports as follows on the Georgetown station:

We opened our library station in the boys' clubroom at 2726 M street on February 13, 1906, with over 300 books supplied by the central library. From that date to July 1 the library was open every Tuesday evening from 7.30 to 9 o'clock. In this time we registered 79 persons and circulated 692 books.

From the first there have been a number of adult readers, who have made constant use of the library. Our growth has been gradual, but it is steadily increasing both in number of readers and circulation. The fact that we have been open so short a time, only twenty-eight and one-half hours in all, makes the report of the work meager; however, the prospect for the coming year is most gratifying.

We have large, comfortable quarters, and much appreciation from the other workers at 2726 M street, who give us every assistance in the furthering of the usefulness of the library.

Miss Sellers has been most untiring in her devotion to the work, and both she and I are indebted to Miss Spillman for much helpful advice drawn from her experience with the library station at Neighborhood House.

Georgetown station—Circulation, by month and classes, from February 1 to June 30, 1906.

	February.	March.	April.	May.	June.	Total.
Philosophy and religion			2	4		6
Biography.....		3	5	5	6	19
History and travel		12	13	9	6	40
Social science				1		1
Natural science		3	2	3	1	9
Useful arts	1	5		2	1	9
Recreation and fine arts			3	2	1	6
Literature.....	1	2	2	3	3	11
Fiction.....	10	84	131	173	193	591
Total	12	109	158	202	211	692

COLORED SOCIAL SETTLEMENT STATION.

Mrs. Sarah C. Fernandis, resident worker of the Colored Social Settlement, reports as follows on the work of that recently established library station:

When a station of the Public Library was asked for a few months back it was with a full appreciation of the need of it as an uplift to the neighborhood which the settlement reaches. The ready response of the trustees, by which we were able to open last May with about 200 volumes, was the fulfilment of a hope which we had carried from the beginning of our settlement work. At present the readers' list numbers about 200, with an average weekly issue of 32 volumes. There are two afternoon library periods during the week and an open reading room evenings.

It has been interesting to note the adult reading tastes of the neighborhood, which have been found to range from civil engineering and Roman history to "Mother Goose," for which a mother asked, expressing her delight to have it to enjoy with her little ones on Sunday afternoons. Glancing thru the title cards of a day, one may come across *The Last Days of Pompeii*, *Richard Carvel*, *Alice in Wonderland*, *Little Women*, and *Up from Slavery*, the latter being a general favorite in the neighborhood.

It has been very interesting to watch the developing tastes of the younger readers, to note that certain books which have long held popular sway are becoming household words in obscure alley homes. There is in one of the near-by courts a family of five children to whom the one event of the week is library day. Carefully washt and brushed, their coarse clothing scrupulously clean, they file in, each with a precious volume carefully wrapt in newspaper, and out again, smiling and happy, with a fresh story book.

Those who are interested in this work for social betterment of the negro are extremely grateful for the added strength which the library station has given it and for the kindly cooperation of the main library, from which one of the young colored employees has come each week with devoted volunteer service.

The rent for the neat little library room has come from a club of young people in the neighborhood; its furnishing is to be the donation of an association of young colored men in the city. A larger library, with reading room, is one of the ambitions of the future.

RULES FOR STATIONS.

1. This station of the Public Library shall be open for the delivery and return of books at the times given on the face of these rules, with legal holidays at the discretion of the librarian in charge.

2. All persons in the neighborhood who can read and write shall be allowed to borrow books for home use, upon signing the proper application and agreement. The application must be renewed every three years. Persons not borrowers may use the library as a reading room on signing an application.

3. Persons under 18 years of age must bring the guaranty of parent, guardian,

or some person satisfactory to the librarian in charge; this must be written upon a blank furnished by the library.

4. Each person entitled to draw books from the library will be given a card on which will be written his or her name, residence, and register number. This card, when not in use, will be kept on file at the library. If lost, it will be replaced upon payment of 5 cents. Immediate notice of change of residence must be given.

The person whose name is on a card will be held responsible for books taken on that card, no matter by whom they are taken. It is best not to lend cards to anyone outside the immediate family of the holder.

5. Books may be kept two weeks and may be renewed once for two weeks more.

6. A fine of 5 cents a week may be imposed if a book is kept overtime.

7. Books lost or injured shall be paid for, the amount to be determined by the librarian in charge.

8. The use of tobacco, eating, and all conversation and conduct inconsistent with quiet and order are strictly prohibited.

9. Men and boys must remove their hats in the library.

10. No book may be taken from the library until it has been brought to the librarian for record.

11. Neglect to keep any of these rules may cause a reader to lose the right to take books from the library.

BOOK ORDER DEPARTMENT.

The report of the chief of the order department, Miss Mary S. Sellers, is as follows:

During the year 16,031 volumes have been added to the library, 13,099 by purchase, 2,737 by gift, and 195 by binding periodicals. This shows an increase of 4,710 over last year. The actual amount of money expended was \$8,481.51, desk fund; \$5,000, appropriation; \$396.70, exchange account, making a total of \$13,878.21.

In January, 1906, the accessioner was transferred to the reference room and an apprentice was appointed to the order department. With the additional help of a page for half time and the occasional assistance from the catalog department, the work in the department was not materially affected by this change.

The new scheme for accessioning outlined in last year's report has worked remarkably well.

Owing to the fact that frequent complaints are received that certain books are "always out," the library has adopted the plan of supplying the public with so-called "always-out" slips, which bear the author, title, and call number, together with the name and address of the reader. This enables the library to look up the books, if misplaced, or to supply additional copies when needed, the reader being notified when the book is in.

With the full time of another regular assistant in place of irregular help, the work in the department could be done more satisfactorily.

BOOK ORDER DEPARTMENT.

Miss Emily A. Spilman, head cataloger, makes the following report of the work of the catalog department:

During the year just ended 15,779 volumes were classified and cataloged, and 32,284 new cards filed in the various catalogs. This does not include cards written for and filed in the shelf list. The following table gives, by months, the record of volumes shelf-listed and cataloged, and the number of cards added to the official catalog:

	1905.						1906.						Total.
	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	
Volumes shelf-listed	1,180	193	823	1,964	1,379	1,245	1,353	985	1,239	1,920	1,695	1,796	15,772
Volumes cataloged.	993	223	905	1,986	1,517	1,305	1,384	1,340	1,800	1,275	1,433	1,618	15,779
Cards written off- cial catalog	813	1,850	1,208	1,524	1,573	1,617	1,849	1,223	1,947	1,424	1,364	16,392

The pay duplicate collection still continues to be popular. The table shows the number added from the beginning, additions during the year, and net strength of the collection:

Duplicate collection.

	1905.						1906.						Total.
	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	
Books added during month.....	1	28	128	139	374	31	89	49	65	66	55	1,025
Gross additions from beginning.....	3,852	3,852	3,880	4,008	4,147	4,521	4,552	4,641	4,690	4,755	4,821	4,876	4,876
Transferred during month.....	39	116	95	39	25	18	17	22	115	170	263	150	1,069
Net strength of collection.....	336	220	153	242	356	712	726	793	727	622	425	330	330
Magazines added during month.....	40	40	40	40	40	40	240
Transferred during month.....	12	54	36	44	15	161

This department was closed from August 7 to September 12, inclusive, all assistants taking vacation at this time. During the summer of 1906 the time given to other departments equaled to this department the loss of one assistant for ninety-four days. Since January 1, 1906, the searching of the "always out" slips for the order department has been regularly assigned to one of the catalogers. In spite of these and other setbacks the figures show an increase over last year of 4,554 volumes cataloged and 4,443 cards added to the official catalog. The filing in the Library of Congress depository catalog averages the time of one assistant two and a half hours per day, or a little over two days a week, but the work has been kept up to date.

In December, 1905, we commenced cooperative cataloging with the Library of Congress. The A. L. A. Booklist publishes with each title the serial number of the Library of Congress cards. In a popular list of this kind there are included titles of many books not acquired by copyright, and which, in the nature of things, the Library of Congress would never buy. These we agreed to catalog for them, as they had a constant demand for the printed cards. From this very small beginning we have enlarged somewhat, and now send to the Library of Congress duplicates of all orders for new books. These lists are examined and a red "W" marked against any title or titles for which we are asked to supply copy. Library of Congress rules must be followed for this cataloging, which is fuller than our own—very full names, dates of birth and death, when date of publication is not given on a book an approximate date must be supplied, full collation, bibliographic notes, etc. From December, 1905, to June 30, 1906, we have supplied copy for 257 titles to the Library of Congress. These cards are known as the "W" series, and each card has printed at the bottom "Washington, D. C., Public Library." They now form one of the extra series supplied by the Library of Congress to all depository libraries. The Library of Congress looks up for us their series numbers and writes them against all titles on our lists for which they can supply printed cards, and also give us as many "W" cards as we may need or want.

We have handled a great deal of local material the last few months, and are analyzing even the smallest article having any bearing on the District of Columbia. We hope to make our catalog really an index to all available information about the national capital and the District of Columbia.

The inventory was taken by the issue and catalog departments. It would be an excellent thing if this reading of the shelves could go on all the time, taking a class a month, where the divisions are small enough, and giving more time to the larger classes. It is impossible for the catalog department to assume this as regular work with the present force. This is the first complete inventory taken in eight years. No inventory of fiction has ever before been taken, and that class has always been on open shelves. It was therefore to be expected that the number of books unaccounted for would be large. The total number of missing books is 4,063. They are scattered thru the various classes as follows: A, 23; B, 17; C, 30; D, 7; E, 51; F, 148; G, 18; H, 48; I, 61; J, 49; K, 29; L, 59; M, 26; N, 15; O, 6; P, 19; Q, 70; R, 73; S, 49; T, 20; U, 13; V, 84; W, 80; X, 51; Y, 197; Z, 51; reference, 31; fiction, 1,600; juvenile—classes, 33; fiction, 262. These figures are constantly being reduced by the discovery of

books. The taking of the inventory affords an opportunity for correcting inconsistencies in the shelf list.

In June we commenced to sort and arrange our bulletin slips by classes. These bulletin slips represent all the titles in the library, except the volumes turned over to us by the Washington City Free Library, and perhaps the first three or four thousand of our own accessions. It is hoped that some time in the near future we may be able to print class lists, and we are making ready. We also look forward to the printing of a monthly or quarterly bulletin, including recent additions and special lists.

It is difficult to show by figures what has been accomplished in the catalog department, and no comparison with other libraries is possible, unless every difference in method and routine is taken into consideration. The issue, reference, and children's departments in every library are more or less showy, as is any work with the public, but "the catalog is the heart of the library," and this vital part should be made strong. To make a really good catalog requires, besides the necessary education and technical training, common sense, good judgment and a broad outlook. We have in our catalog a good foundation, and should build upon it as perfect a structure as may be, looking toward larger responsibilities and helpfulness in the time to come.

With the press of the current work it has not been possible to plan or execute any new or special lines of work.

A revision of the classification in some places is most necessary. The time has come with us, foretold by Mr. Cutter in his earlier classifications, when the "small library grows" and the "next size still grows." To change from the sixth to the seventh classification sounds very simple, but it is not as simple as it sounds. The subject headings in our catalog need editing, and many things of a like nature cry out day by day to be done. The chief of division should have less routine work and more time for these very necessary revisions. It is impossible to be at the same moment (successfully) the general and the common soldier.

The cataloging and other work in this department requires sustained mental effort, and for the best interest of the work a greater degree of quiet is needed in the room. The room is so situated that it forms the nearest approach from the reference room to the stacks, in which back numbers of the periodicals are stored. The room has also been shared for about two years with the bindery work. The constant passing in and out of people (very necessary, of course, to them) on business other than that of the department is a serious interruption to the work. Classification has been called "the highest function of library work," calling into play, as it does, every faculty of the intellect. Concentration is therefore essential to secure the best results.

I have been greatly assisted by Miss Finney during the past year, and am also appreciative of the issue department in assigning a page to divide his time between this and the order department and in such irregular assistance as they have been able to give. The pick-up work of odds and ends is always awaiting just such help.

The increase in the number of books handled in my department tells for itself of the deep interest taken in the work by each of my assistants. Without their hearty cooperation and loyal support I would have been unable to present such good results.

BINDING AND REPAIR WORK.

Mr. M. N. Smull, in charge of binding and repair work, reports as follows:

During the fiscal year 4,496 volumes were bound, at a cost of \$2,215.81. The plan of having books bound by contract and the work done in the library's own bindery has been given a full trial, and it has been found that the work is done more satisfactorily than when done outside the library and with more promptness. The books are assuredly in greater safety, and furthermore they can be consulted while being bound. Experiments with new materials and methods are carried on and a record is kept of the success and failures.

The work of the repair room, "the library's hospital," has been enlarged and thoroly methodized. The work consists of repairing, pasting, recasing, sewing into temporary binders, stamping, cutting leaves, etc. During the fiscal year

Public Library District of Columbia, 1906.

LIBRARY'S BINDERY, BASEMENT.

there were handled 1,291 pamphlets and 105,582 books, or over 300 books a day. Experiments were also tried here which have resulted in a saving of time, of money, and of labor.

The Congressional appropriation of \$3,000 was expended as follows: \$2,215.81 for contract binding, \$754.08 for services rendered by two people in the repair room, \$22.04 for time work in the bindery, and \$8 for temporary binders.

APPRENTICE CLASS.

Miss Grace B. Finney, assistant librarian, makes the following report on the apprentice class:

The entrance examination for the apprentice class was held in October. There were 46 applicants for admission to the class; 27 were admitted to the examination and 17 past. The class opened on November 1 for a period of six months. One of the number resigned the third day, one was dropt after a fair trial, a third withdrew during the course, three were appointed to the staff to fill vacancies during the year, two received temporary positions for a period of one month each; these two and three others were appointed to the staff on July 1, 1906, leaving an eligible list of 6.

A new plan was adopted this year requiring four and one-half hours of practical work in the various departments and two and one-half hours for study. Monday afternoons were reserved for lectures, round-table talks, and examinations. The librarian gave every two weeks talks on technical reading and general literature. The alternating weeks were devoted to papers prepared by the members of the class on current events, the topics assigned by the librarian; on talks by the heads of the different departments, explaining the work in each department as a whole; on children's literature, the round-table discussions conducted by the children's librarian, and one examination on literature each month. Following the completion of the instruction given on binding and on reference work examinations were given by the head of their departments.

The course in literature was carefully planned and an outline of the literatures given to each member. These outlines covered the poetry, history, drama, fiction, criticism, religious and philosophical works during the different centuries of each literature. Written quizzes were held on Italian, German, French, English, American, Russian, and Scandinavian literatures. Final examinations on general library administration, library technique, and work with children were held.

As the majority of the new appointees are assigned to the circulating department, where they come in close contact with the public from the first and are naturally considered helpers and friends in selection and suggestion of books, the course in literature is of invaluable benefit. Even in the broad way in which it is handled it associates in the minds of the apprentices the countries and their authors.

PERIODICALS DIVISION.

Miss Katharine K. Patten reports as follows on the work of the division of which she is in charge:

The principal work of the periodical division is done in connection with the reference room. Periodicals form a reference library in themselves. Where all else fails the magazine article is called on and usually supplies the need. Poole's Index and the Reader's Guide are in constant use. It has been found advisable to keep extra copies of back numbers of many magazines to supply the demand in the reference room, as teachers, pupils, and all classes of readers are daily looking up subjects on which material can only be found in the magazine files.

The technical list of periodicals is large, covering the ground for students who use them for special study. New ones are added and changes are made when the needs of the reference room require. Extra copies also of the current numbers of the popular magazines are kept as reserves in the reference room to supply the more urgent calls the first of each month and while the volumes of the regular sets are being bound.

The following lists of periodicals, regularly received as gifts, are here published as acknowledgments of the donations:

LISTS OF GIFTS.

A.—Technical periodicals purchased from the Henry Pastor memorial fund.

Amateur Work.	Forestry and Irrigation.
American Architect.	Foundry.
American Machinist.	Horseless Age.
American Medicine.	Ice and Refrigeration.
Architectural Record.	Inland Printer.
Architecture.	International Bookbinder.
Brick Builder.	Iron Age.
Carpentry and Building.	Machinery.
Cassier's Magazine.	Marine Review.
Cement.	Modern Housekeeping.
Craftsman.	Municipal Engineering.
Electrical Age.	Municipal Journal and Engineer.
Electro-chemical and Metallurgical Industry.	Power.
Electrical World.	Railroad Gazette.
Engineering Magazine.	Railway Age.
Engineering and Mining Journal.	Railway Master Mechanic.
Engineering News.	Sibley Journal.
Engineering Record.	Street Railway Journal.
Engineering Review.	Scientific American and Supplement.
	System.

B.—Periodicals purchased from the Woman's Anthropological Society fund.

American Anthropologist.	Folk-Lore.
American Antiquarian and Oriental Journal.	Journal of American Folk-Lore.
American Journal of Archæology.	Mind.
American Journal of Psychology.	Records of the Past.

C.—Other periodicals regularly received as gifts.

American Annals of the Deaf, Dr. E. A. Fay.	Herald of the Golden Age, publisher.
Annals of the American Academy of Political and Social Science, Mr. R. H. Thayer.	Holy Cross Magazine, publisher.
American Federationist, publisher.	Jamestown Bulletin, Woman's Jamestown Association, Norfolk, Va.
Arena, Dr. H. E. Kittridge.	Library Work, publisher.
Association Review, publisher.	Machinist's Monthly Journal, publisher.
Boston Ideas, publisher.	Motor Way, publisher.
Brewers' Journal, publisher.	National Hibernian, publisher.
Bulletin of Bibliography, publisher.	New Century Path, Miss Corbin.
Christian Cynosure, publisher.	New Church Review, publisher.
Christian Register, American Unitarian Association.	New York Maritime Register, deposited by George F. Ormsby.
Christian Science Journal, Local Distribution Committee.	Parthenon, publisher.
Christian Science Sentinel, Local Distribution Committee.	Pathfinder, publisher.
Congressional Record, Hon. J. H. Gallinger.	Protest, publisher.
Engineer and Builder, publisher.	Postal Record, publisher.
Evening Star, publisher.	Richardson's Washington Theatre and Concert Guide, publisher.
Florence Crittenton Magazine, publisher.	Southern Printer, publisher.
Georgetown College Journal, publisher.	Theosophical Quarterly, Mrs. Ada Gregg, secretary T. S. A.
Harvard Graduates' Magazine, E. L. Pearson.	University Courier, publisher.
Hellas, publisher.	U. S. Army List and Directory, U. S. War Department.
Herald of the Cross, publisher.	U. S. Bureau of the Census Bulletin, U. S. Census Office.
	U. S. Bureau of Labor Bulletin, U. S. Department of Commerce and Labor.

U. S. Bureau of Standards Bulletin,
U. S. Department of Commerce and
Labor.
U. S. Crop Reporter, U. S. Department
of Agriculture.
U. S. Consular Reports, daily and
monthly, U. S. Department of Com-
merce and Labor.
U. S. Diplomatic List, U. S. Depart-
ment of State.
U. S. Monthly Bulletin of the Interna-
tional Bureau of American Repub-
lics, Bureau of American Republics.

U. S. Monthly Summary of Commerce
Finance, U. S. Department of Com-
merce and Labor.
U. S. Monthly Weather Review, U. S.
Department of Agriculture.
U. S. Official Patent Office Gazette,
U. S. Patent Office.
U. S. Public Documents Catalogue, U.
S. Superintendent of Documents.
Washington News Letter, publisher.
Washington Post, publisher.
Washington Times, publisher.
Weekly People, publisher.

D.—Libraries regularly sending bulletins.

Atlanta, Ga., Carnegie Library.
Brockton, Mass., Public Library.
Brooklyn, N. Y., Pratt Institute Free
Library.
Brooklyn Public Library.
Carlisle, Pa., J. Herman Osler Me-
morial Library.
Chicago Public Library.
Cleveland Public Library.
Denver, Colo., Public Library.
Detroit Public Library.
Grand Rapids, Mich., Public Library.
Haverhill, Mass., Public Library.
Holyoke Library.
Helena Public Library.
Iowa Masonic Library, Cedar Rapids.
Jersey City Free Public Library.
Minnesota State Library Commission.
Nebraska Public Library Commission,
Lincoln.
Newburyport Public Library.
New Bedford, Mass., Free Public Li-
brary.
New Hampshire Public Library Com-
mission.

New York City Metropolitan Museum
of Art Library.
New York Public Library.
Norwich, Conn., Otis Library and the
Peck Library.
Omaha Public Library.
Peabody, Mass., Peabody Institute Li-
brary.
Portland, Oreg., Library Association.
Pittsburg Carnegie Library.
Providence Public Library.
St. Joseph, Mo., Free Public Library.
St. Louis Public Library.
Salem, Mass., Public Library.
San Francisco Public Library.
Scranton, Pa., Public Library.
Seattle Public Library.
Springfield, Mass., City Library.
Wilkes-Barre, Pa., Osterhout Free Li-
brary.
Wilmington, Del., Institute Free Li-
brary.
Wisconsin Free Library Commission.

Miscellaneous donations, 1905-6.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Alfred University, Alfred, N. Y.		1		
Allegheny, Pa., Carnegie Free Library			1	
American Baking Powder Association, New York City	1			
American Book Company, New York	1			
American Federation of Labor		1	28	4
American University				47
Andover Theological Seminary			1	
Anthropological Society, Washington, D. C.	1			
Antioch College			2	
Arctowski, Henryk, Brussels			1	
Armstrong, Hon. William W.		1		
Army and Navy Club	11			
Ashford, Snowden	2			
Ashton-under-Lyne, England, Free Library			1	
Associated Charities			7	
Association of American Physicians	1			
Association of Collegiate Alumnae, Williamstown, Mass.			1	
Association of Officials of Bureau of Labor Statistics of America		1		
Atlanta, Ga., Carnegie Library			1	
Balcock, Hon. Joseph W.		1	9	
Baker, Mrs. Abby	1			
Baker, Miss Blanche ^a		1		18
Baker, Henry M.			4	
Baker & Taylor, New York	6			

^a Twelve pieces of music.

Miscellaneous donations, 1905-6—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Ball, C. B.	125			1,612
Baltimore, Md., Enoch Pratt Free Library			1	
Baltimore, Md., Peabody Institute			1	
Bangor, Me., Public Library			2	
Bankers' Association of District of Columbia	1			
Barry, Mrs. Belle B.	1			
Barton, C.	1			
Bates, George W., Detroit, Mich.		1		
Becker, Joseph		1		
Bell, C. J.	5		1	
Belleville, Ill., Public Library			1	
Belt, Dr. E. O.			1	
Bennett Fund Trustees, Boston	1			
Berlitz & Co., New York	21	31	13	
Bermudeze, P. Requeno		1		
Bigelow, Hon. John, New York City			1	
Birmingham, England, Free Libraries			1	
Bolton, England, Public Libraries			1	
Boston Athenæum			1	
Boston Museum of Fine Arts			1	
Boston Public Library		1		
Boston Schoolhouse Department		1		
Bowdoin College, Brunswick, Me.		1	1	
Bowerman, George F.	1	1	1	
Boynton, Mrs. H. S.	1	2		106
Braddock, Pa., Carnegie Free Library			1	
Bradford, Pa., Carnegie Public Library			2	
Bradford, Miss Faith	5			
Bradley, Milton, Co., Springfield, Mass.	16			
Braumuller, Wilhelm, Vienna, Austria	1			
Bristol, England, Public Libraries			1	
Brock, Miss Francena H., Lowell, Mass.	1			
Brockton, Mass., Public Library			1	
Brooklyn, Pratt Institute Free Library			1	
Brooklyn Public Library		1	4	
Brown, Henry B.	1			
Brown & Sharpe, Providence, R. I.	1			
Brown University, Providence, R. I.		1		
Bryn Mawr College, Pennsylvania		1	8	
Buffalo Public Library			1	
Burlington, Vt., Fletcher Free Library			1	
Burrows, Charles W., Cleveland, Ohio			1	
California University, Berkeley, Cal.		1	2	
Cambridge Society, New York City	1			
Cannon, James C.			1	
Carnegie, Andrew, New York City	1			
Carnegie Institute of Washington		1		
Casanova, A. J., jr.	3			
Casey, Mrs. J. F.	5			
Century Club	2			
Chapman & Hall, London			1	
Charlotte, N. C., Carnegie Library			1	
Chartier-Spencer Publishing Co., New Orleans, La.	2			
Chautauqua Institution			5	
Chelsea, Mass., Fitz Public Library			2	
Chicago City Statistician			2	
Chicago, John Crerar Library		1	2	
Chicago, Newberry Library			1	
Chicago Public Library			7	
Chicago, Milwaukee and St. Paul Rwy. Co.			3	
Chicago University		1	1	
Chivers, Cedric, Bath, England			1	
Choral Society			4	
Christian Endeavor Union, Bond Building	39			
Christian Science Distribution Committee	7			
Church, Mrs. C. P. ^a				
Church of Jesus Christ of Latter-Day Saints, Salt Lake City	1			
Cincinnati Public Library			1	
City Club of New York			1	
Clark, Allen C.	1			
Clark University, Worcester, Mass.			1	
Clemson Agricultural College, South Carolina			4	
Cleveland Public Library			7	
Cockerell, Douglas, London			1	
Cockerille, Miss Eva	1			
Cockerille, Mrs. H. R.	6			
Colorado College, Colorado Springs		1		
Colorado University, Boulder		3		
Columbia Historical Society	2			
Columbia University, New York City		1		

^a Rubber plant.

Miscellaneous donations, 1905-6—Continued.

Donor	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Columbus, Ohio, Public School Library			2	
Congregational Churches of Maine		1		
Consumers' League, New York City			3	
Copelin, Miss E. G.	6			
Corbin, Mrs. Caroline F., Chicago			4	
Cornell University, Ithaca, N. Y.		1	1	
Cornell University Library			1	
Cosmos Club	1			
Council Bluffs, Iowa, Free Public Library			1	
Council of Jewish Women			1	
Crane & Co., Topeka, Kans.	22			
Crowley, Rev. Jeremiah J.	1			
Crowley & Lunt, Portland, Me.	1			
Danvers, Mass., Peabody Institute			1	
Davenport, Daniel, Bridgeport, Conn.			2	
Davenport, Iowa, Public Library			1	
Davis, Hon. H. G., Elkins, W. Va.			1	
Dayton, Ohio, Public Library and Museum			1	
Delaware State library commission			3	
Dentley, Mrs. J. K.	54			
Detroit Public Library			1	
Dickinson College, Carlisle, Pa.		1		
District of Columbia board of education			2	
District of Columbia Commissioners	5	8	15	
District of Columbia Grand Lodge I. O. O. F.		1		
District of Columbia Kennel Club			1	
Ditson, Oliver, Co. ^a	41			
Dodge, W. C.			1	
Domer, Harry T.	1			
Doubleday, Page & Co. ^b			7	
Dowling, Dr. James C.			88	
Dunn, A. W.	35		1	
Dunn & Turk, New York			1	
Duquesne, Pa., Carnegie Free Library		1		
Dutton, E. P., & Co.	11			
East Orange, N. J., Free Public Library			1	
Eastern High School				27
English, Miss Victoria	4			
Erie, Pa., Public Library			1	
Evans, H. R.	1			
Evanston, Ill., Free Public Library			2	
Evening Star	2		9	
Ewin, James L.		10		44
Executive Committee on Two hundred and fiftieth Anniver- sary of Settlement of Jews in the United States	1			
Fall River, Mass., Public Library			1	
Falls Hollow Stay Bolt Co., Cuyahoga Falls, Ohio	1			
Fernández, Carlos del Toro			1	
Ferrier, Francis, Berkeley, Cal.			1	
Fink, Henry, New York City	1			
Flanagan Co., Chicago	95		3	
Fletcher, Miss Alice	19	24	21	
Ford, Worthington C.	25	2	72	
Forestry and Irrigation Publishing Co.				24
Fugitt, Mrs. N. B.	28			
Galesburg, Ill., Free Public Library			1	
Gallinger, Hon. Jacob H.	9	9	7	
Galveston, Tex., Rosenberg Library ^c			6	
Garges, Daniel E.	1			
Gensler, H. J.	2		2	
George Washington University	1	2	7	
Georgetown College Journal				60
Georgetown University		1		
German Historical Society, District of Columbia			4	
Gerry, Philip F.	42	9		
Ginn & Co., New York City			5	
Gitterman, Mrs. A. S.			9	
Gloversville, N. Y., Free Library			1	
Goldberg, Henry			1	
Grand Rapids, Mich., Public Library		1		
Grogan, S. S.	1			
Grout, Edward M., comptroller, New York City	1			
Hagerstown, Md., Washington County Free Library			1	
Hagner, Hon. A. B.			1	
Hamilton, Frank	36			
Hance, Emma	1			
Hanson, H. C., Boston, Mass.	1		12	
Hardie, J. C.			1	
Hartshorn, R. H.				20

^a Ninety-six pieces of music.^b One portrait.^c One post card

Miscellaneous donations, 1905-6—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Harvard University, Cambridge, Mass.	1	1		
Harvard University Library			1	
Harvey, Mrs. E. J.	1			
Haverhill, Mass., Public Library			4	
Hawaii Promotion Committee, Honolulu			1	1
Hawaii Board of Health, Honolulu			2	
Hayward, John A.	20			132
Heywood, William S. and Abbie B., Dorchester, Mass.	3		1	
Hobart College, Geneva, N. Y.			1	
Hoboken, N. J., Free Public Library			1	
Hodge, Fredrick W. ^a	32	15	42	66
Holt, Henry, & Co., New York	10			
Holyoke, Mass., Public Library			1	
Hopkins, Harry P. ^a				
Hough, Prof. Williston	1			
Houghton, Mifflin & Co., Boston	17			
Hudson-Makuen, Dr. G.			4	
Illinois bureau of labor statistics	1		1	
Illinois Coal Operators' Association, Springfield, Ill.			9	
Illinois University, Urbana, Ill.		1		
Inland Type Foundry, St. Louis			15	
International Bureau of the American Republics		1		
International Correspondence Schools, Scranton, Pa.	5			
Iowa labor statistics bureau	1			
Iowa State University, Iowa City		1		
Ireland, Mrs. May E.	1			
Jacksonville, Fla., Free Public Library			1	
Japanese legation	1			
Jenkins, W. R., New York	86	7	1	
Jersey City, N. J., Free Public Library			2	
Johns Hopkins University, Baltimore			1	
Johnson, B. F., & Co., Richmond, Va.	5			
Jones, D. V.	11			
Joyce, Maurice, Engraving Co.	1			
Kansas State board of agriculture		2	2	
Kansas University, Lawrence		1		
Kauffman, S. H.	19			
Keim, Randolph de B.	1		25	
Kenney, Eudorus C.	1			
Kenyon College, Gambier, Ohio		1		
Kerbey, J. Orton	1			
Kerr, Charles H., & Co., Chicago			1	
Keystone Type Foundry, Philadelphia	1			
Kinsey, Mrs. K.	5			
Kober, Dr. George M.			7	
Kuerschner, Hogo	2			
Lafayette College, Easton, Pa.		1		
La Follette, Hon. Robert M., United States Senate	1		1	
Lake Mohonk Conference of Friends of the Indians		1		
Lamb, Dr. D. L.			1	
Laskey, Julia H.			3	
Lawrence, Miss E. F.	1			
Laws, Dr. Samuel S.		1		
Lee, Ivy, New York City			11	
Lee, Olive B., Dallas, Tex.				1
Leech, Miss M.	11			
Lehigh University, South Bethlehem, Pa.		1		
Lewis and Clark Centennial Exposition, Portland, Oreg.		1		
Lexington, Ky., Public Library			2	
Lincoln, Nebr., City Library			1	
Lippincott, J. B., & Co., Philadelphia	26			
Logan, Walter S., New York City			1	
Lombard, Louis, Lugano, Switzerland		1		
Los Angeles Public Library			2	
Lothrop, Lee & Shepard, Boston	17			
Louisville, Ky., Free Public Library			1	
Lynn, Mass., Public Library			1	
Lyon, Mrs. G. A.	45			
M Street High School				4
McBride, J. R.	1			
McCarty, L. P., San Francisco, Cal.	1			
McClurg & Co.	11		1	
McCormick Neurological College, Chicago	1		1	
MacDonald, Mrs. S. M.	8		8	
McGill, Miss Mary C.				31
Macmillan Co., New York	20			
MacWhorter, Mrs. George	2			
Magee, Louis J., New York City			1	
Malden, Mass., Public Library			1	
Manchester, N. H., City Library			1	
Marquette League, New York City			2	

^a One piece of music.

Miscellaneous donations, 1905-6—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Marsh, George	43			143
Martin, Mrs. George D.				12
Massachusetts Institute of Technology, Boston		2	1	
Maynard, Merrill & Co., New York City	46			
Mendenhall, Mrs. W. K.	21			
Mergenthaler Linotype Company, New York City	1		3	
Merrick, Frank W., West Roxbury, Mass.			1	
Metaphysical Publishing Company, New York City	1			
Metropolitan Club	2			
Michican University, Ann Arbor		2		
Michigan University Library			1	
Milans, Miss Emma	3			
Miller, James E. a				
Miller, Kelly			1	
Milwaukee Public Library			1	
Mindeleff, Mrs. Victor	1			
Minneapolis Public Library			4	
Minnesota Public Library Commission			1	
Minnesota University, Minneapolis		1		
Mitchell, Dr. S. Weir, Philadelphia	1			
Mohonk Lake Arbitration Conference		1		
Moore, Charles, Detroit, Mich	1		1	
Moore, Mrs. Ella Dann	1			
Moore, Julian G.	1			
Moore, Mrs. M				52
Morgan, Dr. E. L.			12	29
Morrell, Hon. Edward De V., House of Representatives		1	1	
Morris, Hon. Martin F.	8		9	
Moses, Mrs. Brice J				52
Moses, Zebina	5	34	1	
Mount Holyoke College, South Hadley, Mass.		1	1	
Mowry, Don E			1	
Munoz, Jorge, envoy extraordinary and minister plenipoten- tiary of Guatemala			1	
Mutual Fire Insurance Company			1	
Myers, William F		3		
National American Woman Suffrage Association, Warren, Ohio		7		
National Child Labor Committee, New York City		1	5	
National Commercial Teachers' Federation, Detroit, Mich.		1		
National Electrical Supply Company	1			
Nebraska Labor Commission		2	1	
Nebraska Public Library Commission, Lincoln, Nebr			2	
Nebraska University, Lincoln		4	1	
Nebraska University Library			2	
Neighborhood House	57			
New Bedford, Mass., Public Library			1	
New Brunswick, N. J., Theological Seminary			1	
New Haven, Conn., Free Public Library			2	
New York, N. Y., Department of Finance	1		1	
New York Mercantile Library			3	
New York, N. Y., Department of Parks		1		
New York Public Library			1	
New York Society Library			1	
New York Southern Society			1	
New York State Education Department, Albany		1	2	
New York State Labor Department, Albany	2	3	2	
New York State Library, Albany	13	11	62	
New York University			1	
New Zealand Government tourist and health resorts department	1			1
Newark, N. J., Free Public Library			2	
Newcomb, H. T		3	8	
Noel House	54			
North Adams, Mass., Public Library			1	
North Carolina University, Chapel Hill		1		
Northeast Washington Citizens' Association			2	
Norwich, Conn., Otis Library			1	
Notre Dame University, Indiana	1		2	
Oberlin College, Ohio		1		
Oberlin College Library			1	
O'Brien, Robert L	1		1	
Ohio State University		1		
Omaha, Nebr., Public Library			2	
Osaka, Japan, Library			1	
Oxford University Gazette				1
Page, L. C., & Co., Boston	44			
Passaic, N. J., Public Library			1	
Paterson, N. J., Free Public Library			1	
Peabody, Mass., Institute			1	
Pearson, Edmund L	2	4		13
Penn Publishing Co., Philadelphia	53			
Penniman, James H., Philadelphia	1			
Pennsylvania Prison Society				

* Nine pieces of music.

Miscellaneous donations, 1905-6—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Pennsylvania University, Philadelphia		2	2	
Peoria, Ill., Public Library			1	
Philadelphia City Institute			1	
Philadelphia Free Library		1	2	
Philadelphia Vacant Lots Cultivation Association			1	
Philippines, Ethnological Survey		3		
Phillips, S. L., Rockville, Md. ^a	302	3		
Phillips Exeter Academy, New Hampshire			4	
Photographers' Association of America, Boston			1	
Pitman, Isaac, & Sons, New York City	1			1
Pittsburg Carnegie Institute			1	
Pittsburg Carnegie Library	2	1	1	
Plainfield, N. J., Public Library			1	
Poates, Miss Opal P.	5			
Portland, Me., Public Library			1	
Portland, Oreg., Library Association			1	
Porto Rico, Secretary	1		1	
Prang Educational Co., Boston	25			
Preble, Henry	1			
Princeton University	1		1	
Protestant Home for the Friendless and Foundlings, Cincinnati			1	
Protective Committee of Policy Holders in the Equitable Life Assurance Society, Boston			1	
Providence Athenæum			1	
Putnum's, G. P., Sons, New York City	13			
Pyne, Miss Caroline C				656
Quincy, Mass., Thomas Crane Public Library			1	
Radcliffe College, Cambridge, Mass			2	
Ragan, Mrs. W. H	1			
Rand, McNally & Co., Chicago	45		3	
Rathbun, the Misses	1			
Rathbun, Richard			1	
Read, Mrs. Albert M.	1			9
Reed, Dr. Charles A. L., Cincinnati			4	
Rhees, William J	1,500		1,500	
Rives, Mrs. W. C.	1			
Rochester, Henry M.	1			29
Rochester, N. Y., Reynolds Library			1	
Rosengarten, J. G., Philadelphia			1	
Russell, Mrs. L. ^b				
Ryan, Matthew			1	
St. Joseph, Mo., Free Public Library			4	
St. Laurence University, Canton, N. Y		1		
St. Louis Mercantile Library			1	
St. Louis Merchants' Exchange		1		
St. Louis Public Library			2	
Salem, Mass., Public Library			1	
Salmon, Dr. D. E	62	7		
San Francisco Public Library			1	
Sanborn, B. H., New York City	5		2	
Santa Barbara, Cal., Chamber of Commerce			1	
Satterlee, Right Rev. Henry Y	1		6	
Seranton, Pa., Public Library			1	
Scribner's, Charles, Sons	45			
Seaman, Dr. W. H	1			
Seaman, Mrs. William H		12	14	
Seattle Public Library			5	
Sewanee, Tenn., Sewanee Grammar School			1	
Shearer, Mrs. M. P.	2			
Silverberg, Bernhard	1			
Silverthorn, Miss Bessie	22			
Simmons College, Boston		1		
Simon, Rabbi Abram			1	
Simplified Spelling Board			7	
Sinkhovitch, Mrs. Mary K., New York City			1	
Sipe, Miss Susan B.		2	4	
Smith, Orlando J., New York			1	
Smith and Cotton, Mesdames, Sedalia, Mo	1			
Smith College, Northampton, Mass		2		
Smithsonian Institution	4	3	2	
Smithsonian Institution, American Ethnology Bureau	2			
Society of Printers, Boston		1	1	
Solger, Miss L.	16	2		
Southwick, Miss Jeanie Lea, Worcester, Mass	1			
Spalding's Athletic Library, New York City		1		
Spilman, Miss Emily A.			2	
Springfield, Mass., City Library			2	
Springfield, Ohio, Warder Public Library			1	
Stead, Mrs. Robert	2			
Steinert, Morris	1	1		

^a One picture.^b Rubber plant.

Miscellaneous donations, 1905-6—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Stephens, Mrs. John J	1			
Sterrett, J. Macbride, D. D.	1			
Stiles, Albert M.	15			
Stradling, J. M., & Co., New York City	6			
Straus, Hon. Oscar S., New York City			1	
Stuart, A. T., superintendent of schools	1	3	3	
Supreme Council Thirty-third Degree, Library of Scottish Rite of Freemasonry			1	
Syracuse, N. Y., Public Library			1	
Syracuse University, New York		2	1	
System Co., Chicago		2		
Taunton, Mass., Public Library			1	
Tennessee University, Knoxville		4	1	
Texas, State department	3			
Texas University, Austin		3		
Thayer, Rufus H.				3
Thomas, E. R., Motor Co., Buffalo, N. Y.			1	
Thompson, Dr. Ford				220
Thompson, Gilbert	1			73
Tindall, Dr. William ^a	2	5		
Tokyo, Japan, Ohashi Public Library			1	
Toledo, Ohio, Public Library			1	
Toronto Public Library			1	
Towle Manufacturing Co., Newburyport, Mass			1	
Trenton, N. J., Free Public Library			1	
Trinity College, Washington, D. C.			2	
Tufts College, Massachusetts		1	1	
Tulane University of Louisiana, New Orleans		2		
Twitmyer, Dr. George W., Wilmington, Del			1	
Tyler, Miss A		1		
Tyler, A. W.		1	3	
U. S. Bureau of Education		6		
U. S. Bureau of Labor	2			
U. S. Bureau of Pensions		1		
U. S. Census Bureau	4	5	1	
U. S. Department of Agriculture	8	23		250
U. S. Department of Commerce and Labor	402	26		131
U. S. Geological Survey ^b		3		
U. S. House of Representatives		4	4	
U. S. Interior Department	3			
U. S. Interstate Commerce Commission	2			
U. S. Isthmian Canal Commission ^c	1	6	10	
U. S. Library of Congress	774	18	38	9
U. S. National Museum	3	1		
U. S. Naval Academy, Annapolis, Md		2		
U. S. Navy Department		2	1	1
U. S. Patent Office	2	2		
U. S. Post-Office Department			1	
U. S. State Department	6	2	27	
U. S. Superintendent of Documents	54		18	
U. S. Treasury Department	4		1	
U. S. War Department ^d	14	12	26	
Universal Congress of Lawyers and Jurists, St. Louis			1	
University Club	1			
University of the South, Sewanee, Tenn		1		
University Publishing Co., New York City				
Vassar College, Poughkeepsie, N. Y		2		
Vermont University, Burlington		2		
Victoria Public Library, Museums and National Gallery, Melbourne			1	
Volta Bureau			1	
Von Brandis, Mrs.		30		119
Wainright, Dr. J. W., New York City			1	
Walch, J., & Sons, Hobart, Tasmania			1	
Washington Academy of Sciences	1			
Washington and Lee University, Lexington, Va		1		
Washington Architectural Club	1	4		
Washington Board of Trade		1		
Washington Club			4	
Washington Luna Park Co			1	
Washington University, Seattle		2		
Waterbury, Conn., Silas Bronson Library			1	
Wead, C. K.			1	
Weeks, A. C.	1			
Wellesley College, Massachusetts		2		
Wells, Charles W. ^e	48	5		
Wesleyan University, Middletown, Conn		1	3	
West, Dr. Max	6	3	31	165
Western Reserve University, Cleveland		2		
Western Reserve University Library School			1	

^aTwo broadsides.^bOne broadside.^cOne set of plates.^dOne map.^eTwo maps.

Miscellaneous donations, 1905-6—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Weston, Edmund B., Providence, R. I.....			1	
Whitcomb & Barrows, Boston			500	
Wilcox, Miss.....	322			
Wilcox, Gen. Timothy.....	1			
Wilkes-Barre, Pa., Osterhout Free Library			1	
Wilkinson, Miss J. P.....	1			
Williams, Mrs. Laura N.....	4			
Williams College, Williamstown, Mass		1		
Wilmington, Del., Institute Free Library.....	17	2	11	
Wilson, Maj. Gen. John M.....		1		
Wiltberger, Miss E. V.....	7			
Windsor, Ontario, Public Library.....			1	
Wisconsin Free Library Commission, Madison			6	
Wisconsin State Superintendent of Schools, Madison		1	3	
Wisconsin Tax Commission, Madison	1			
Wisconsin University, Madison.....		2		
Woman's Christian Temperance Union.....	1			
Wood & Nathan Co., New York City.....	2		6	
Woodward, Mrs.....	14			
Woodward & Lothrop.....	150	7	89	
Woodward, S. W.....	1			
Worcester, Mass., Free Public Library.....			2	
Yale University, New Haven, Conn		2		
Yale University Library			1	
Young, Dr. James, trustees and family, Glasgow.....	2			
Zepp, Mrs. J.....	26			
Source unknown ^a	4		2	1

^a Twenty pieces of music.

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report, in detail, of my receipts and disbursements as treasurer of the board of trustees of the Public Library during the fiscal year ending June 30, 1906.

Moneys collected at the delivery desk.

Balance on hand July 1, 1905	\$6, 807. 99
Fines	2, 912. 39
Duplicate collection	1, 211. 10
Reserves	90. 70
Books lost and injured	81. 40
Reissued cards	92. 20
Sale of catalogs	9. 10
Total	11, 204. 88
To interest on deposit American Security and Trust Company	120. 61
Total	11, 325. 49
Expended for:	
(1) Books	\$8, 481. 51
(2) Periodicals	928. 81
(3) Assistants	130. 67
(4) Miscellaneous	129. 24
	9, 670. 23
Balance in hands of treasurer June 30, 1906	1, 655. 26

DONATION FUND, INCLUDING HENRY PASTOR MEMORIAL FUND AND WOMAN'S ANTHROPOLOGICAL FUND.

George F. Bowerman, treasurer, in account with the Public Library.

CR.			DR.		
1905.			1906.		
July 1	To balance in hands of treasurer	\$426. 53	Jan. 4	By paid G. E. Stechert & Co., periodicals	\$8. 50
Oct. 16	To check, Washington Sanitary Improvement Company, semiannual dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society, of Washington, D. C.	25. 00	4	By paid Kenyon News and Postal Subscription Company, periodicals	20. 90
Nov. 3	To check, James T. Dubois, Henry Pastor memorial fund, one-half year's interest, 1905	50. 00	4	do.	103. 25
1906.			Mar. 30	By paid Brentano's (Incorporated), periodicals	4. 50
Apr. 20	To check, Washington Sanitary Improvement Company, semiannual dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society, of Washington, D. C.	25. 00	June 9	By paid Boston Book Company, periodicals	3. 00
June 8	To check, James T. Dubois, Henry Pastor memorial fund, one-half year's interest, 1906	50. 00	June 30	By balance in hands of treasurer	444. 59
	To credit interest on bank deposit	8. 21			
	Total	584. 74		Total	584. 74

George F. Bowerman, treasurer, in account with the Henry Pastor memorial fund.

CR.			DR.		
1905.			1906.		
July 1	To balance in hands of treasurer	\$53.61	Jan. 4	By paid Kenyon News and Postal Subscription Company, periodicals	\$103.25
Nov. 3	To check, James T. Dubois, Henry Pastor memorial fund, one-half year's interest, 1905.....	50.00		By balance in hands of treasurer, June 30, 1906	50.36
1906.					
June 8	To check, James T. Dubois, Henry Pastor memorial fund, one-half year's interest, 1906.....	50.00			
Total		153.61	Total		153.61

George F. Bowerman, treasurer, in account with the Woman's Anthropological Society fund.

CR.			DR.		
1905.			1906.		
July 1	To balance in hands of treasurer	\$44.60	Jan. 4	By paid G. E. Stechert & Co., periodicals.....	\$8.50
Oct. 16	To check, Washington Sanitary Improvement Company, semiannual dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society of Washington, D. C	25.00	4	By paid Kenyon News and Postal Subscription Company, periodicals	20.90
1906.			Mar. 30	By paid Brentano's (Incorporated), periodicals	4.50
Apr. 20	To check, Washington Sanitary Improvement Company, semiannual dividend on invested fund of \$1,000 donated by the Woman's Anthropological Society of Washington, D. C	25.00	June 9	By paid Boston Book Company, periodicals	3.00
Total		94.60	June 30	By balance in hands of treasurer.....	57.70
			Total		94.60

The amounts appropriated for salaries, contingent expenses, binding, and for books are audited and paid by the District government.
Respectfully submitted.

GEORGE F. BOWERMAN, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

APPENDIX.

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the Commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the Commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce vote a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library, and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications

of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogs according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogs and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be :

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

REGULATIONS FOR USE OF LECTURE HALL.

The trustees have adopted the following resolution to govern the use of the library lecture hall :

Resolved, That it is declared to be the policy of the board of library trustees to confine the public use of the library's lecture room to free public lectures or discussions on unobjectionable topics of popular interest and educational tendency.

That, in accordance with this policy, no charge, direct or indirect, shall be permitted to be made to the audience at such lectures or discussions, and that the applicant for permission to make such use of the lecture room shall be required to announce thru the local press that such lecture or discussion is free to the public and invite public attendance upon it.

That applications for permission to use the lecture room shall be in writing, address to the board of library trustees, and shall set forth the facts concerning the nature of the proposed lecture or discussion and the pledges above required in respect to it; that each application shall bear the indorsement of the librarian to the effect that the lecture room is available for the requested use at the time designated; that such applications shall be considered and acted upon by the board, on favorable report from the committee on building; and that in emergency cases where use of the lecture room is desired in advance of the next meeting of the board the president is authorized to grant the requested permission, if the written application for such use in due form as above required is presented, with the favorable indorsements of the librarian and three members of the committee on building.

REGULATIONS FOR USE OF STUDY ROOMS.

Resolved, That it is declared to be the policy of the library trustees to confine the public use of the library's study rooms to the use by individuals or groups of individuals as places of quiet study. That, in accordance with this policy, the librarian is authorized to assign such study rooms to individuals, committees, or clubs for limited periods, in order that such individuals, committees, or clubs may better avail themselves of the resources of the library by having books, periodicals, etc., sent to such study rooms on request. That such study rooms shall not be used by clubs having a regular order of business or any programs that are not closely connected with the study of the books and periodicals of the library.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended to the date of publication of this report:

ARTICLE 1. The library shall be open for the delivery and return of books every week day from 10 a. m. to 9 p. m., July 4 and December 25 excepted. The reading rooms shall be open every week day from 10 a. m. to 10 p. m., July 4 and December 25 excepted, and every Sunday from 2 p. m. to 10 p. m.: *Provided*, That during July, August, and September they shall be closed at 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be signed at the library and must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased, if in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid fines or cost of replacing books lost or damaged, be refunded.

ART. 4. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence, and register number. This card must be presented whenever a book is taken, returned, or renewed. If lost, it will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all fines accrued on the same. No card shall be lent outside the household of the holder.

ART. 5. One volume or two volumes, if of the same book, may be taken out at a time and retained two weeks (except those labeled "Seven-day book") and may be renewed once for the same period, unless a reserve has been left by another person in the meantime. Books of recent purchase and very popular books are called "Seven-day books." (These books have the notice on the inside and outside cover, and must be returned at the end of seven days.) After one renewal a book may not be taken out again by the same borrower or by any other member of the same household, until it has remained on the library shelves for twenty-four hours.

ART. 6. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents.

ART. 7. Books of reference and those deemed by the library committee unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in printed catalogs by the abbreviation "Ref." and in the card catalogs by the words "Reference book, does not circulate," stamped on the face of the card.

ART. 8. A fine of 2 cents a day shall be imposed if a book is kept overtime, and at the expiration of three weeks from the date the book is drawn (if it is not returned) a messenger will be sent for it, who shall have authority to collect the fine incurred and an additional fee of 20 cents for such messenger service. No book will be delivered to the person incurring the fine until it is paid.

ART. 9. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 10. If any borrower lose or materially injure a book, paper, or magazine belonging to the library he shall pay the cost of replacement. If the book so lost or injured be part of a set he shall pay for the entire set, and thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person retaining it shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 11. The use of ink is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 12. No dogs or other animals shall be permitted in the building.

ART. 13. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library are prohibited in all parts of the library building.

ART. 14. Men and boys shall remove their hats and remain uncovered within the building.

ART. 15. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 16. The reading card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 17. Teachers' cards may be issued, on which 10 books on educational topics may be drawn at a time, which are subject to recall if required by other readers. The librarian may, at his discretion, cause to be issued special privilege cards, entitling readers, who satisfy him of their need for such special privileges, to 10 or more books other than fiction and recent purchases, for use in pursuing courses of reading. Such privileges may be withdrawn at any time at the discretion of the librarian.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. *Borrowers must take notice of the expiration of time allowed.* After one week's delinquency, notice of fine follows and if not returned within a month, the value of the book and fine will be collected from the delinquent or guarantor.

ART. 20. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 21. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library. Borrowers are expected to take notice of the expiration of the time allowed. No claim to exemption can be established because of the failure of any notice to or from the library.

ART. 22. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof, belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offence is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offence.

Public Library District of Columbia, 1907.

TENTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
NINTH ANNUAL REPORT OF THE LIBRARIAN
OF THE

FOR THE
FISCAL YEAR ENDED JUNE 30, 1907



WASHINGTON
1907

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U. S. P. L. B. 1898

OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

AINSWORTH R. SPOFFORD, term expires 1908.
JAMES T. DU BOIS, term expires 1908.
R. ROSS PERRY, term expires 1908.
THEODORE W. NOYES, term expires 1910.
CHARLES J. BELL, term expires 1910.
RUFUS H. THAYER, term expires 1910.
SAMUEL W. WOODWARD, term expires 1912.
BRAINARD H. WARNER, term expires 1912.
JOHN B. LARNER, term expires 1912.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President.*
BRAINARD H. WARNER, *Vice-President.*
RUFUS H. THAYER, *Secretary.*
GEORGE F. BOWERMAN, *Librarian, Treasurer, and Assistant Secretary.*

STANDING COMMITTEES.

BOOKS.	BUILDING.
AINSWORTH R. SPOFFORD, <i>Chairman.</i> RUFUS H. THAYER. SAMUEL W. WOODWARD.	BRAINARD H. WARNER, <i>Chairman.</i> JAMES T. DU BOIS. RUFUS H. THAYER.
EMPLOYEES.	FINANCE.
JAMES T. DU BOIS, <i>Chairman.</i> SAMUEL W. WOODWARD. BRAINARD H. WARNER.	JOHN B. LARNER, <i>Chairman.</i> CHARLES J. BELL. R. ROSS PERRY.
RULES.	BOOKBINDING, ETC.
R. ROSS PERRY, <i>Chairman.</i> AINSWORTH R. SPOFFORD. JOHN B. LARNER.	RUFUS H. THAYER, <i>Chairman.</i> AINSWORTH R. SPOFFORD. JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.	DONATIONS.
THEODORE W. NOYES, <i>Chairman.</i> BRAINARD H. WARNER. JOHN B. LARNER.	SAMUEL W. WOODWARD, <i>Chairman.</i> BRAINARD H. WARNER. CHARLES J. BELL.

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman.*
BRAINARD H. WARNER.
R. ROSS PERRY.

The president is ex officio a member of all committees.



Public Library District of Columbia, 1907

PUBLIC LIBRARY BUILDING, DETAIL OF ENTRANCE.

REPORT

OF THE

BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *September 30, 1907.*

GENTLEMEN: In the year which ended June 30, 1907, the Public Library has developed steadily in resources and in usefulness to the people of Washington. Its volumes now number 92,937, a net increase of nearly 10 per cent during the year. It circulated 481,463 books during the year, an increase of over 11 per cent. Its registered borrowers increased to 45,231, a gain of over 13 per cent. The attendance in the reading room numbered 133,059, an increase of over 16 per cent.

OPEN SHELVES AND CHILDREN'S LIBRARY.

The characteristic features of the library—the open-shelf facilities and the children's library—have so developed as to render necessary additional room space for each of these branches of library work. This space is to be secured by transferring the children's library from the first floor to the large, well-lighted room in the basement, designated as "future children's room" in the architect's original plans, and by adding the former children's room to the open-shelf rooms on the first floor. The additional open-shelf space is to be utilized to render easily accessible to the public a special useful arts library, from which notable public benefits should be derived.

PERIODICALS ROOM.

It is hoped that next year a sufficient library force may be secured so that the room on the second floor designed as a periodicals room may be opened, well equipped, for the enjoyment of the public. The current magazines are now on file in the reference room, but they are not all of them shown on open shelves for lack of room. In further extension of the library's usefulness the librarian recommends that the library be opened for home circulation on Sunday as well as for reference reading-room purposes as at present.

APPROPRIATIONS.

The library needs more books and a larger force. The additional books are to be obtained (1) by donations or endowments; (2) under existing law from miscellaneous circulating volumes in the Government departmental collections and from duplicates in the Library

of Congress, and (3) by an increased book appropriation of \$15,000. The special book appropriation of several years ago has been exhausted, and the desk fund available for books is nearly expended. The trustees earnestly recommend this increased appropriation for books, and also the provision of a more adequate library force, as suggested in the estimates and the notes accompanying them.

BRANCH LIBRARIES.

The trustees appeal for public cooperation in a final effort to secure from Congress legislation which will mean acceptance of Mr. Andrew Carnegie's offer to donate whatever money may be required from time to time to build all necessary branch libraries in the District of Columbia on the usual maintenance terms upon which his gifts are conditioned. In the second session of the Fifty-eighth Congress the House passed such legislation, but it failed in the Senate. In the last (Fifty-ninth) Congress the Senate passed an act involving this acceptance and making present use of \$30,000 of the proposed donation in the erection of a branch library building at Takoma Park, but the House failed to act. If the legislation fails in this Congress, the proposed donation (estimated at \$350,000 or more) will doubtless lapse.

Takoma Park was selected as the location of the first branch library (1) on account of its remoteness from the central library and (2) on account of the excellent site for a library building which public-spirited citizens of the suburb have bought and donated for this public use.

The bill as passed by the Senate June 18, 1906, reads as follows:

AN ACT To authorize the Commissioners of the District of Columbia to accept donations of money and land for the establishment of a branch library in the District of Columbia, to establish a commission to supervise the erection of a branch library building in said District, and to provide for the suitable maintenance of said branch.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Commissioners of the District of Columbia be, and they are hereby, authorized to accept from Andrew Carnegie a donation not exceeding thirty thousand dollars for the purpose of erecting a suitable branch library building at Takoma Park, subject to the approval of the Commissioners and the public library trustees, and to accept conveyance of unencumbered land considered suitable by the said Commissioners and library trustees as a site for a branch library for Takoma Park. And authority is hereby conferred upon a commission, to consist of the Commissioners of the District of Columbia, the chairman of the committee on branch libraries of the library trustees, and the librarian of the Washington Public Library to supervise the erection of said branch library building: *Provided*, That such branch library building shall not be opened for public use until Congress shall hereafter provide for the necessary expenses of maintaining said branch library when the same shall be completed and ready for such use.

It is earnestly hoped that Congress will respond quickly to the appeal of this community by enacting this bill, accepting in effect Mr. Carnegie's donation.

IMPROVEMENT OF MOUNT VERNON SQUARE.

In addition to more books, more assistants, and more branches the library needs the completion of the improvement of Mount Vernon square—its park environment. For the proper setting of the building

in Mount Vernon square an appropriate but very simple stone curbing around the park and along the cross walks remains to be completed as a matter of parking only. About half of this was done some five years ago, just after the completion of the building, when only half of the necessary appropriation had been made. Since then the officer in charge of public buildings and grounds has annually submitted an estimate of appropriation for the balance, \$13,000, but without success, and has consequently discontinued it this year.

In some way, by general appropriation or otherwise, provision ought to be made by Congress for the completion of this necessary work. The curbing and walks of the park should not be left in an unfinished condition, inharmonious with the beautiful library building.

OUTFITTING THE LIBRARY BUILDING.

In the successive annual reports account has been given not only of the original gift of \$350,000 by Mr. Carnegie for the construction of the building, but of his immediately subsequent gift of \$25,000 for equipment and decorations. The original gift was exhausted on the building when it was finished in 1902, and at the close of the fiscal year 1906 there remained of the later gift but \$476.64.

During the past fiscal year the only expenditures made were:

Clerical expense	\$25
Hauling and handling furniture.....	12

Since the beginning of the present fiscal year the following items of furniture have been ordered, but are not yet delivered:

One oak charging desk.....	\$290
Two combination settees, shelves, and bulletin boards.....	90
Railing and gate, children's room.....	35
Five oak-hinged bulletin boards.....	20

Leaving a balance on hand of but \$4.64.

LIBRARY ESTIMATES FOR NEXT YEAR.

The Public Library estimates for 1908-9, as submitted by the library trustees to the Commissioners of the District, are as follows:

	Appropriation, 1907-8.	Estimates, 1908-9.
LIBRARY AND BUILDING FORCE.		
Librarian	\$3,000	\$4,000
NOTE.—The increase is requisite to make the salary commensurate with the services rendered and to put it on a par with the salaries paid to chief librarians of other municipal libraries of equal rank.		
Assistant librarian	1,500	1,800
NOTE.—The estimated sum is required in order to retain an officer of sufficient ability to perform the administrative duties of this position.		
Children's librarian.....	1,000	1,200
NOTE.—The largely increased responsible work of this department which results from opening the children's room in the basement justifies this increase of salary.		
Librarian's secretary.....	900	1,000
NOTE.—This position of business officer or chief clerk was created last year, but at \$900 instead of \$1,000, as estimated.		
Chief of circulating department		1,500
NOTE.—This position requires, with the great bulk of home circulation and the number of assistants in the department, a strong administrative head. This is a crying need.		
Reference librarian.....	1,000	1,200
NOTE.—The increased responsibilities of the reference department incident to the opening of the useful-arts section and the growth of the information-bureau work require better pay for its chief.		

	Appropriation, 1907-8.	Estimates, 1908-9.
LIBRARY AND BUILDING FORCE—continued.		
Chief of the order department.....		\$1, 200
NOTE.—The volume and complexity of the book-order work require an adequately paid chief having business ability and knowledge of books, their prices, etc.		
Assistant.....	\$900	
Three assistants, at \$900 each.....		2, 700
NOTE.—One new assistant at this salary is needed to be first assistant in the circulating department. As the hours during which the department is open are long, the first assistant must approximate the chief in administrative ability. Another assistant of this grade is needed to take charge of the periodicals department.		
Three assistants, at \$840 each.....		2, 520
NOTE.—One of these new assistants is needed for highly responsible work in the useful arts section, one to take charge of the school work of the children's department and one to be first assistant in the book-order department.		
Four assistants, at \$720 each.....	2, 880	2, 880
Four assistants, at \$600 each.....	2, 400	2, 400
Three assistants, at \$540 each.....	1, 620	1, 620
Copyist.....	480	480
Chief catalogue department.....		1, 500
NOTE.—The volume and grade of work that is being done require an officer of high technical skill and good administrative ability to cope with it. At least 15 cataloguers holding subordinate positions in local libraries receive as much as, or more than, the estimated salary.		
Cataloguer.....	900	900
Do.....		840
NOTE.—In order to keep current cataloguing work up to date and to issue bulletins and class catalogues, this increase in the catalogue force is needed.		
Cataloguer.....	720	720
Do.....	600	600
Three temporary cataloguers, at \$540 each.....	1, 620	
Three cataloguers, at \$540 each.....		1, 620
NOTE.—To cut these cataloguers out because called "temporary" would demoralize the work of the library. There is no prospect that they can be spared, and they should appear in the appropriation as a part of the permanent force.		
Stenographer and typewriter.....	720	720
Two assistants, at \$480 each.....	960	960
Two attendants, at \$600 each.....		1, 200
NOTE.—The increasing work of the issue department and the difficulty of retaining the lower paid employees make these additions necessary.		
Five attendants, at \$480 each.....	2, 400	
Five attendants, at \$540 each.....		2, 700
NOTE.—In order not to lose attendants to Government departments as soon as they become really efficient it is necessary to increase their compensation.		
Five attendants, at \$360 each.....	1, 800	
Five attendants, at \$480 each.....		2, 400
NOTE.—It is impossible to retain at \$30 a month persons who are competent to perform the duties laid upon them.		
Collator.....	360	360
Two messengers, at \$360 each.....	720	
Two messengers, at \$480 each.....		960
NOTE.—It has been found impossible to retain intelligent and trustworthy messengers at the lower salary.		
Ten pages, at \$360 each.....	3, 600	3, 600
Two janitors, at \$480 each.....	960	960
Engineer.....	900	1, 200
NOTE.—The intelligent man now holding this position saves the library much money each year in making repairs and new equipment. At the present salary the library is in constant danger of losing him.		
Fireman.....	720	720
Workman.....	480	480
Library guard.....		720
NOTE.—A special officer for police duty is greatly needed to preserve order in and around the building and to protect library property. It is impossible to secure a detail from the Metropolitan Police force.		
Two cloakroom attendants, at \$360 each.....	720	720
Six charwomen, at \$180 each.....	1, 080	1, 080
BOOKS, BINDING, CONTINGENT, ETC.		
For keeping the library open 52 Sundays, 2 to 10 p. m., 5 holidays, 10 a. m. to 10 p. m., and for extra services three hours on Saturday afternoons in July, August, and September.....	1, 700	
For keeping the library open 52 Sundays, 2 to 9 p. m.; 5 holidays, 9 a. m. to 9 p. m., and for extra services three hours on Saturday afternoons in July, August, and September.....		2, 500
NOTE.—The change in the hours is to harmonize with the library's week-day hours. Present appropriation does not provide for the home circulation of books on Sundays. This is regarded as desirable.		

	Appropriation, 1907-8.	Estimates, 1908-9.
BOOKS, BINDING, CONTINGENT, ETC.—continued.		
For purchase of books..... NOTE.—The regular annual book fund should not be less than the recommended sum. This is shown by the rapid increase in circulation, the need for extensive duplication, the increase in the cost of books through the operation of the net-price system, the need for buying many technical books, the desirability of extending the periodical list, and the demand for newspapers.	\$7,500	\$15,000
For binding..... NOTE.—The increase in circulation and the increasingly poor quality of publishers' bindings render the increased amount necessary.	3,500	4,000
For fuel, lighting, fitting up building, and other contingent expenses..... NOTE.—The use of greater portions of the building requires increased fuel and lights. The expanding work of the library requires increased quantities of all kinds of supplies. It is desired to print more bulletins, reference lists and catalogues. The Carnegie fund, from which much furniture and building equipment has heretofore been secured, is exhausted, hence a need for larger expenditures from this fund for new equipment and alterations.	7,000	8,000
Total.....	54,640	78,960

New officers asked for:

Chief circulation department.....	\$1,500	
Chief order department.....	1,200	
Chief catalogue department.....	1,500	
Cataloguer	840	
2 assistants, at \$900 each.....	1,800	
3 assistants, at \$840 each.....	2,520	
2 attendants, at \$600 each.....	1,200	
Library guard	720	
		\$11,280

Increases of salaries asked for:

Librarian	1,000	
Assistant librarian	300	
Children's librarian	200	
Librarian's secretary	100	
Reference librarian	200	
5 attendants, at \$60 each.....	300	
5 attendants, at \$120 each.....	600	
2 messengers, at \$120 each.....	240	
Engineer	300	
		3,240

Other increases asked for:

Book fund.....	7,500
Binding	500
Contingent expenses.....	1,000
Sunday opening.....	800

Total increases asked for..... **24,320**

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

REPORT OF THE LIBRARIAN.

WASHINGTON, *August 19, 1907.*

GENTLEMEN: The librarian has the honor to submit his report for the year ended June 30, 1907, covering the third year of his service.

The year has been marked by substantial quantitative gains, including such items as an increase in home circulation of 48,000 and a gain in the reading room attendance of 13,000. The year has also seen the adoption of improvements that have better adapted the library to the needs of its constituency. These have included a change in the hours of opening—9 a. m. to 9 p. m., instead of 10 a. m. to 10 p. m. as heretofore; the assignment of an assistant to the information desk practically every hour that the library has been opened; the publication for free distribution of a monthly bulletin of new accessions; the establishment of a collection of pictures devoted to geography, history, and art objects for use by schools and clubs, and the displaying of several exhibitions in the new exhibition cases on the second floor. Special mention should also be made of the great improvement in book-binding methods. Looking toward future development, the securing of substantial additions to the staff, effective July 1, 1907, is cause for congratulation, inasmuch as this makes possible the opening of the large basement children's room, the occupation of which has been so long postponed. Greater ease and efficiency of service is expected to result from the use of the large hollow-square delivery desk, installed just as the year under review was drawing to a close.

As in former years, the librarian's report will cover summarily the various lines of activity of the year. Appended to this report and forming a part of it will be given detailed statements from the heads of the various departments of the service, describing the departmental work more minutely.

HOME CIRCULATION.

It is not unnatural that first place should be given in this report to the home circulation of books. The law creating the library plainly indicates that its most important function is in this field. That the library is, in spite of meager appropriations and the absence of branches, measureably performing this function in this community and that its work is expected to increase largely in future are shown by two events of the last year. The legislative, executive, and judicial appropriation bill, as reported to the House of Representatives last winter, carried a provision forbidding the purchase by Government departments, bureaus, or offices of books not essential to the technical and professional work of the office, and requiring that all other works now in such Government libraries be transferred to the Library of Congress or to this library. This paragraph was eliminated on a point of order. However, that it was favorably reported indicates the temper of Congress. It is fair to assume that Congress regards the Public Library as the natural and proper agent for the distribution of books in the District. Even though legislation compelling

the giving up of general libraries in Government departments failed of enactment, the Secretary of the Interior recently abolished the general library of that Department, explicitly giving as one of his reasons for so doing the nearness of the Public Library and its greater suitability for the circulation of books. The fact that the Bureau of Labor has within the last two or three years gradually been transferring to other libraries (including the Public Library) its book collections which are not explicitly devoted to labor problems is also a movement in the same direction and may be regarded as a testimony to the efficiency of this library in the popular field. The Post-Office Department has likewise disposed, by transfer to other Government libraries, of its collection of popular books. If, as seems likely, this policy is generally adopted by Government offices, even in advance of compulsory legislation, it will not be long before the Public Library will be, as it should be, the only public agent in the District for the distribution of popular literature.

The total home circulation of books during the last year was 481,463. Of this number 464,777 volumes were sent out from the central library, 16,339 from seven deposit stations, and 317 volumes from two high schools. The new library building was occupied in January, 1903. A comparative statement showing the home circulation for the last five years is therefore of interest. The figures are: for 1902-3, 214,261; for 1903-4, 278,188; for 1904-5, 353,496; for 1905-6, 433,096; and for 1906-7, 481,463. These figures show that the circulation during the past year was two and one-fourth times as great as that of 1902-3 and 73 per cent larger than that of 1903-4. Last year's figures represent an increase of 48,367, or 11 per cent over the preceding year.

The library was open for home circulation three hundred and ten days (including five holidays). The daily average circulation (central library only) was 1,499, as against a daily average of 1,359 in 1905-6. The monthly average circulation was 40,122, as against 36,091 in the year previous. The largest month's record was that of March, when 47,197 books were sent out, and the smallest that of September, when 32,931 volumes were circulated. The largest day's issue was on March 9, when 2,842 volumes were circulated. The smallest day's issue was 425 (Thanksgiving Day).

The reduction in the percentage of fiction has been substantially maintained. The percentage this year is 69, as against 68 for the year previous. Reference to previous reports shows that in 1903-4 83.7 per cent of the circulation was fiction. The methods that have produced this result have been continued and should be still further extended. They have included the displaying of various classes of books other than fiction in rotation in the open-shelf room and in the lobby, and the careful and painstaking work of assistants at the information desk, who have explained the card catalogue and otherwise helped readers in their efforts to secure the best that the library affords. The opening of the basement children's room in the fall will set free the room now occupied by the young people's department for use as an open-shelf room.

The so-called "fiction problem"—that is, the necessity for largely duplicating the latest popular novels—continues to be met with comparative ease and without unduly drawing on the library's regular book fund, by means of the collection of pay duplicates. During the

year 948 volumes, costing approximately \$1 each, were added to the collection. Duplicates of five of the most popular magazines, to the number of 402 copies, were also added, at a cost of about \$100. Binding some of these duplicates cost \$75. The expenses of the collection were therefore \$1,133, as against \$1,182.70 of receipts. These duplicates are rented for 5 cents a week. In the case of the most popular titles the proportion of pay copies to free copies is 4 to 1. As soon as the rental copies pay for themselves they are turned over to the free shelves. Occasionally the library adds to this collection copies of some exceptionally popular book other than fiction, such as some of the Benson books and Bernard Shaw's plays.

Just as the year was closing a new delivery desk, built in the form of a hollow square, was installed in the circulation department. At this one desk are carried on the registration of borrowers and the return and delivery of books. It is believed that it will facilitate the work of assistants by concentrating it in one place. All books are now charged at this one desk, and rails have been put up to prevent readers from leaving the library until books are properly charged. In this way losses through theft should be diminished. The removal of the old desks, stretched the entire length of the room, now makes possible the displaying of a larger number of books on open shelves in the lobby.

REGISTRATION.

At the beginning of the year under review 39,800 persons were entitled to library privileges and at the close of the year the registration was 45,231, a net gain of 5,431. During the year 13,214 cards were issued as against 12,885 in the previous year.

One way in which the library has greatly gained in public acceptability has been through the plan of issuing cards to adult applicants on the day the application is filed, instead of requiring them to wait two days, as heretofore. This has been made possible by having a larger force at the registration desk. Formerly many applicants never used the cards issued to them, thinking that the withholding of the card for two days was the first of a long series of red-tape measures that would hamper the easy use of the library. With the present plan of issuing the card at once the library has a better chance to hold a reader's interest by meeting his needs the moment they are expressed in the form of registration.

A street directory has now been completed. This is a locality index of registered borrowers. By it the names of all persons residing at the same street number are brought together on one card, whether or not they have the same surname. By means of this index, on receipt of the daily notices from the district health officer of new cases of contagious diseases, it is possible to know all registered borrowers who have been exposed to infection and temporarily to withdraw privileges and enforce either the disinfection or destruction of books in their hands. (For detail report of circulation and registration see pp. 34-37.)

BUREAU OF INFORMATION.

The work of the readers' assistant at the information desk may be characterized as reference work for readers who wish books for home circulation as distinguished from reference work for those who wish

to use books in the library. That the second year's work of this bureau has been more successful than that of the first is partly due to the fact that it has been possible to have some one in attendance at all times when the circulation department is open. It is the aim of the library to have one or more assistants, as widely read as possible and with broad sympathies, who shall give friendly aid and counsel in the choice of needed books. Further experience has shown that the aid thus given could not be withdrawn without seriously crippling the efficiency of the library as an educational institution. (For detail report see p. 38.)

REFERENCE DEPARTMENT.

Even though as a reference library this library must always be subordinate to the Library of Congress and to the libraries of the various Government Departments in their specialties, yet the reference work of the Public Library is not inconsiderable and is constantly increasing. The reference work done by the libraries just mentioned is for the most part of a research nature, whereas that done by the Public Library is properly of a popular nature. Within its field it is believed that the Public Library serves its constituents expeditiously and efficiently. During the year 133,059 persons (including 11,000 on Sundays) visited the room, as compared with 114,428 during 1905-6. In order to show the great advance in reference work, comparison should also be made with two earlier years: 1904-5, when 74,296 persons visited the room, and 1903-4, when the number was only 43,799. The needs of readers are met for the most part by books shelved in the reading room, but 28,613 volumes were brought from the book stacks during the last year, as compared with 23,273 volumes in 1905-6.

The assistants in charge have noticed a marked increase in the number of men who have used the room. Many newspaper men have responded to the invitation sent out at the beginning of the last session of Congress to make use of library privileges and have been frequent visitors to the reference room. (For detail report see p. 37.)

USEFUL ARTS ROOM.

The past year has seen a marked increase in the use of books and magazines devoted to engineering and technology generally. It has been a matter of common observation that users of such literature often require more help in finding the material wanted than other readers. This is a strong reason why books in this field should be available on open shelves instead of only by reference to the catalogue. During the past year the main reference room has often been overcrowded by readers. With the increase in our list of periodicals it has been almost impossible to find space for their proper display in the reference room. This condition is likely to grow more serious, inasmuch as the library has not yet been able to open its separate newspaper and periodical room. For these reasons it has seemed wise to occupy the room made vacant by the removal of the children's department to the basement as a special useful arts library. In it will be displayed for direct access all the resources of the library in *the field of technology*, including reference and circulating books and *current periodicals*.

Public Library District of Columbia, 1907.



NEW USEFUL ARTS AND SCIENCE ROOM, MAIN FLOOR.

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During the past year the newly established Association of American Government Accountants has regularly held its public meetings in the library's lecture hall. This organization has upward of 500 local members. One of its objects is the development of this library's collection of works devoted to accounting and kindred subjects. The association has begun the publication of a monthly magazine, *The Government Accountant*, and has arranged to turn over its exchanges to this library. The books and magazines in this field will properly form a part of such a useful arts collection.

One feature of this new department will appeal strongly to merchants, manufacturers, engineers, and mechanics. It is purposed to gather a collection of typical trade catalogues covering every important manufacturing industry, such as catalogues of office supplies, desks, furniture, safes, automobiles, plumbers' supplies, printing and binding machinery, machine tools, etc. It is believed that such catalogues will be an exceedingly valuable addition to the books and periodicals of the collection and will help to make it one that will sooner or later be worth consulting by every citizen.

PERIODICALS.

The library regularly receives 395 different periodicals; including duplicate copies, 589 are currently on file. It is desirable that the force be so increased that the room on the second floor designed as a periodicals room may be opened, to furnish space properly to display this wealth of material affording the most recent contributions to knowledge. The magazines are now on file in the reference room. Not all of them can be shown on open shelves because of lack of room. The most important magazines are regularly bound for reference. In a number of cases duplicate copies are taken to supply current reference needs. These are especially valuable while the first copies are in the bindery. From 1 to 15 copies each of 18 of the most popular magazines are regularly taken for circulation. They are available for this purpose for four months, and are then cut up for the picture collection or sent to hospitals. The assistant in charge of periodicals regularly examines with care every periodical received to discover articles on library topics and District of Columbia affairs. Local articles are ultimately clipped if the magazines are not to be bound. Citizens send many old magazines to the library. All such material is utilized in making up sets for picture work or sent to hospitals. The magazines regularly received as gifts are elsewhere listed (pp. 53-54.)

SUNDAY AND HOLIDAY OPENING.

The year under review is the second during which the library has been open every day except July 4 and December 25. Although no aggressive effort has been made to advertise the fact that the library is open on Sundays (for reference only) and on holidays (for home circulation also), yet as the fact is gradually becoming better known the use of the library on these days increases. Inasmuch as it is popularly considered that the essential work of this library is the home circulation of books, many people can not understand how it is possible that the library can be advertised as "open" and then deny the privilege of returning and drawing books for home use.

That this privilege must be denied is a frequent occasion for ruffled feelings. It is also believed that there are many persons who are laboriously employed all week days who would avail themselves of borrowing privileges if they could regularly exchange their books on Sundays. It is therefore recommended that further consideration be given to the matter of securing an increase in the appropriation for Sunday and holiday opening sufficient to provide for home circulation on Sundays.

The reading room attendance on Sundays was 11,000 as against 8,966 during the previous year. These visitors used 2,701 books other than those on open shelves, as against 1,725 books called for Sundays in 1905-6. The average reading room attendance on Sundays, with hours 2 to 10 p. m., was 207, as against 173 the previous year and as compared with 429 on week days, when the library was open (during the greater portion of the year) from 10 a. m. to 10 p. m. The visitors to the children's room on Sundays (2 to 8 p. m.) numbered 7,839, as against 7,400 in 1905-6. Here the attendance averaged 148 as compared with a recorded average attendance of 293 on week days (hours, 12 to 8 p. m.).

YOUNG PEOPLE'S DEPARTMENT.

In spite of the fact that the children's department has been compelled to remain another year in cramped quarters on the main floor, the records show increases in circulation and attendance over the previous year. The home circulation for last year was 93,151 as against 88,520 in 1905-6. With these figures should be compared the juvenile circulation of 1903-4, 48,278, and that for 1904-5, 73,933. The largest part of the 16,369 volumes circulated from the seven deposit stations was of juvenile literature. The percentage of fiction in the juvenile circulation was 64. Contrary to the practice of most libraries, this also includes fairy tales, elsewhere usually classified as folklore.

The recorded children's room attendance was 98,710 (7,839 on Sundays). In view of the fact that the force was too small to keep an accurate attendance record at the busiest hours, it is likely that the actual children's room attendance was nearer 125,000.

With the increase in the staff, effective July 1, 1907, it has been possible to open the large basement children's room and to assign one member of the children's room staff to the task of developing more active cooperative relations with the public schools. Instead of here outlining the work planned for the larger quarters and in the school field, special reference is made to the departmental report of the children's librarian, who has recently joined the library staff and who records her impressions of the department and sets forth plans she would like to see adopted. These plans are approved by the librarian, and recommended to your careful consideration. (See pp. 40-42.)

WORK WITH SCHOOLS.

Thus far the library has been able to do but a small portion of the work for schools that would be undertaken, given more adequate resources. The law establishing the library says that it shall be "a supplement of the public educational system" of the District. Undoubtedly it may be claimed that all the work of the library, dis-

tinctly educational as it is, is directed to carrying out that purpose, whether avowedly integrated with school work or not. However, it is fair to assume that the law also contemplates library work more closely connected with the schools, such as is accomplished by deposits of considerable collections of library books in schoolrooms for home circulation, school visiting, general instruction of children in the use of the library, and many other plans that are in use elsewhere. It is hoped to make at least a beginning of this larger work next year, but the full field can not be occupied without much larger means and the establishment of the branch system.

The work now done for schools, however, is not inconsiderable. The teachers' reference library has been removed to the main reading room, where it and the 20 current pedagogical periodicals have much use by teachers and others. The monthly educational bulletin, listing new pedagogical accessions, educational articles in general periodicals, and containing library announcements, has been continued. On request, the librarian contributed to the Atlantic Educational Journal, which has a wide circulation among local teachers, an article inviting them to make large use of the resources of the library. Much use is made by teachers of their 10-book cards, on which books may be kept four weeks without renewal. Many teachers now resort to this means for securing books which they in turn loan to their children for home use, thus modestly beginning a plan which requires deposits of from 25 to 50 volumes in each schoolroom to make it most effective. Books so circulated are helpful not only to the children taking them, but also to older brothers and sisters and to parents, many of whom really need juvenile literature rather than adult books. The 10-book cards in force at the end of the year numbered 732, as against 410 at the close of the previous year.

Much reference work is done, both in the main reading room and in the children's department, for teachers and children. The library continues to be hampered in its efforts to do this work effectively through the failure on the part of most teachers to give proper advance notice to the library subjects assigned. As the supplies of material on a given subject is generally contained in comparatively few volumes, without such advance notice these volumes are drawn out by the early comers, instead of being temporarily reserved for the use of all alike. Teachers have been repeatedly requested in the educational bulletin to send such advance notice, but only a small portion of them do so. With the installation of a private branch exchange telephone service in the library, it will be possible to connect each school directly with the reading room and children's room. It is hoped that by this means the library will be kept better informed of such needs.

The resources of the new picture collection, described elsewhere in this report, were first offered to the teachers in the March number of the educational bulletin. The geographical pictures especially were at once in demand for class work. Teachers have also taken for geography work many of the travel pamphlets issued by railway and steamship companies and gathered for the summer travel exhibition, also mentioned elsewhere in this report.

DEPOSIT STATIONS.

The establishment of a system of branch libraries is yet a thing to be hoped for, but Congress still withholds permission to accept any of

Mr. Carnegie's money offered for that purpose. Meantime seven deposit stations have been established, six of them in cooperation with social settlements and one in cooperation with the Playgrounds Association. All have been established at the earnest solicitation of the residents of the districts affected or by persons interested in the welfare of these sections. The agreement in all these cases has been that the library furnishes the books (usually from 300 to 600 volumes) and the minor supplies necessary for keeping the records of circulation. The association in charge of each deposit station furnishes the service and regularly reports to the library all statistics of circulation. In all cases except that of Recreation Center No. 1 the service has been given to the settlements by volunteers. The detailed reports of the librarians of these stations are printed elsewhere in this report (pp. 42-47). From these reports the following summary of work is given of deposit stations in the order of their establishment:

1. The Neighborhood House Station (468 N street southwest), established in December, 1903, circulated last year 1,787 volumes. It was again conducted by Miss Emily A. Spilman, until May 1 a member of the Public Library staff and now employed in the office of the Superintendent of Documents. Miss Spilman has been assisted by Miss Finney of the library staff, by Miss Buynitzky, and by Miss Stalnacker, an employee of the St. Elizabeth Hospital.

2. The Noel House Station (1245 H street northeast) for its second full year has the fine record of 5,281 volumes circulated between October 13, 1906, and June 30, 1907. This station has been conducted by a volunteer staff composed of the librarian, Miss Eleanor C. Buynitzky, until February 1 a member of the children's room staff of the Public Library and now employed in the office of the Superintendent of Documents, and assistants, Misses Mary E. Bubb, Margaret Elgin, and Margaret Skinner, and Mr. Edward Llufrío, all of the Public Library staff.

3. The Rochefort House Station (324 Virginia avenue southeast) was closed four months because of the illness of the volunteer librarian, Miss Sarah Ambler, of the Public Documents Office. Its circulation was 544.

4. The Georgetown Station (2726 M street northwest) has a gratifying record of 2,261 volumes circulated. It is conducted by Miss Mary D. Wightman, of the Library of Congress, librarian, assisted by Miss Mary S. Sellers, of the Public Library staff, both of whom contribute their services.

5. The Colored Social Settlement Station (118 M street southwest) which was opened only a short time previous to the beginning of the year under review, this year stands second in point of circulation, with 2,421 volumes sent out. The work is conducted by Mrs. Sarah C. Fernandis, head worker of the settlement, with the assistance of Mr. Thomas Hungerford, one of the janitors of the central library.

6. The Rosedale Station (1627 H street northeast) was opened late in October, 1906, but was able to make a showing by the end of the year of 2,262 volumes circulated. Its volunteer librarian is Miss Katharine M. Johnson. She has been assisted by Misses Brower, Williams, and Moore. All are members of the central library staff.

7. Recreation Center No. 1 (Western High School) was opened as a library deposit station on April 11. About 350 volumes have been sent at the request of the Playgrounds Association. This is the



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only library station which is not conducted by volunteer librarians. The Playgrounds Association has employed Miss Eleanor C. Buynitzky as librarian and Miss Margaret Elgin as assistant. In thirty-five evenings 1,786 volumes were circulated.

A study of the reports of these stations shows that nearly all the circulation is to children, but that adults use the facilities wherever adult books are furnished and the existence of the library becomes generally known. The gratifying success of these stations, open brief periods, from one to three times a week, forces the conviction that there are large bodies of citizens to whom the central library now means nothing and that if fully equipped branches, open daily and conducted by paid employes could take the place of these volunteer ventures, the work and influence of the library could be extended almost indefinitely.

The library wishes to join with the settlements in expressing its appreciation for the volunteer service, yet at the same time it is earnestly recommended that steps be taken to replace this volunteer work by paid service. Persons rendering this volunteer service to the settlements often give it up soon for personal reasons. It will be noticed that most of these volunteers are now employees of the library who do this work rather than see it lapse. The work done in these stations is just as valuable educationally as that done at the central library, and ought no longer to continue on a charitable basis. With the steady growth of the central library work it has been impossible to detail library employees to this station work. Consequently, unless these stations are given up, and that would be a pity with the foregoing record, it is important to secure such an increase in the central library staff that assistants may be detailed to do the station work.

On several occasions the library has received applications for the establishment of similar stations, but when it became known that the library could not furnish the service the applications were withdrawn.

During the year an application from the Young Men's Christian Association for books to establish a station at its building was granted. However, the association has not as yet availed itself of this privilege.

THE TAKOMA PARK AND OTHER PROPOSED BRANCHES.

It will be recalled that on the occasion of the opening of the new central library building on January 7, 1903, Mr. Carnegie offered as a further gift \$350,000, or whatever sum should prove necessary, for the construction of branch library buildings. This offer was conditioned on his usual requirements, the furnishing of the sites and the provision for suitable maintenance. Two fruitless efforts have been made to induce Congress to permit the acceptance of this gift. First, a bill (H. R. 14048) designed to authorize the gradual building of an entire system of branches was passed by the House of Representatives of the Fifty-eighth Congress, second session, but was defeated in the Senate on the expressed fear that the local authorities might move too rapidly and too suddenly add to the tax burden. After this bill had been defeated in the Senate the District and Appropriation Committees of that body signified to the library trustees their willingness to pass a series of bills granting authority to establish the system, one branch at a time, and passed a bill (S. 6406, Fifty-ninth Congress,

first session) authorizing the establishment of the first branch library at Takoma Park. The citizens of that suburb purchased a fine large site and entered into a contract to convey it to the Commissioners of the District of Columbia as soon as the bill authorizing the construction of a \$30,000 Carnegie building should become a law. Inasmuch as the House had previously passed a blanket measure authorizing the entire system of branches, it seemed incomprehensible that it would oppose a bill authorizing a single small branch. Commissioner Macfarland, three library trustees, the librarian, and several citizens of Takoma Park appeared, on January 30, 1907, before the Subcommittee on Education, Labor, and Charities of the House District Committee and presented arguments that seemed to justify the passage of the bill. (This hearing has been printed in pamphlet form.) The District Committee failed to report it to the House and thus allowed it to die.

The association of citizens of Takoma Park formed to secure the site, in spite of the fact that they have a second time been repulsed in their efforts to secure a branch library for that suburb, have agreed to unite with the library trustees in again trying to secure the necessary legislation. It is recommended that vigorous action be taken at the very opening of the Sixtieth Congress to secure authority for a branch for this section.

LECTURE HALL AND STUDY ROOM USE.

During the year 17 organizations held 61 public meetings at the library—58 in the lecture hall and 3 in the children's room. The attendance at these meetings aggregated about 9,849. A full record of these meetings will be found in the supplement to this report (p. 47). Among the most important of these meetings were the 21 free illustrated lectures given under the board of education. It is a matter of regret that the appropriation for carrying on these lectures another season was omitted. The 6 illustrated popular art lectures given under the auspices of the National Society of the Fine Arts are especially worthy of mention. The lectures given at the meetings of the Association of American Government Accountants brought to the library audiences composed almost exclusively of earnest young men. Until it is possible to conduct lectures immediately under library direction it is believed that the preference in granting the hall should be given to organizations doing distinctively educational work, such as that of the National Society of the Fine Arts and the Association of American Government Accountants.

Ten organizations held 86 small meetings in one of the study rooms on the second floor. No attendance record of these meetings has been kept. The avowed purpose of organizations using this room is that their members may thus better collectively make use of library books and periodicals, and much of such material is sent to this room on request. A list of organizations, with the number of their meetings, will likewise be found in the supplement to this report (p. 48). The rules governing the use of the lecture hall and the study room are printed in the appendix (p. 68).

ACQUISITION OF BOOKS AND PERIODICALS.

At the close of the fiscal year 1905-6 the net strength of the library was 84,557 volumes. During the past year 13,064 volumes were added

to the collection and 4,684 volumes were withdrawn as worn out, so that the net strength of the library at the end of the year under review was 92,937 volumes. The year's book accessions were acquired as follows: by purchase, 10,656 volumes; by gift, 2,145 volumes, and by binding periodicals, 263 volumes. The total cost of the purchases was \$11,721.86. This was met from the following funds: Congressional appropriation, \$7,499.99; desk fund, \$4,085.20; Woman's Anthropological Society fund, \$12; exchange of old books and periodicals \$124.67. The number of books accessioned was \$2,967 less than in 1905-6, and the amount expended for books was \$2,156.35 less than the book expenditures of the previous year.

In order to bring together in one place a complete account of money spent in building up the library, a statement of expenditures for subscriptions to periodicals should also be given here. These amounted to \$1,086.57 and were made from the following funds: Desk fund, \$956.62; Henry Pastor memorial fund, \$100.20, and Woman's Anthropological Society fund, \$29.75.

From the foregoing it appears that the sum of \$12,808.43 was spent for books and periodicals. This is \$2,138.74 less than was spent for books and periodicals in 1905-6. Although the Congressional book appropriation for the last year had been increased by \$2,500, yet the balance of the desk fund had at the beginning of the year been diminished to \$1,655.26. For the coming year the library starts off with the balance of its desk fund reduced to \$804.81 and without any further increase in its Congressional book appropriation. If revenues to the desk fund keep up to last year's record and if all the available balance and expected revenues to the donation fund are expended for books and periodicals, the purchases for the coming year can not much exceed \$12,000. This is altogether too small. There are many gaps in the collection that need filling in to make it an efficient one. It is unfortunate also, in the face of constantly increasing circulation and rapidly growing demands for books, to be obliged to curtail purchases, often to the point of crippling the library and failing to meet reasonable demands. It is earnestly hoped that Congress will increase the annual book appropriation to the \$15,000 asked for. This sum, with receipts from fines, duplicate collection, and donation funds, would afford between \$19,000 and \$20,000 for books and periodicals.

Outside of measurably keeping abreast of current needs, the library has been able to make substantial additions to the department of engineering and other technological literature and to replenish its collection of standard fiction and juvenile books. These replacements have, so far as possible, been secured in editions securely bound from the original sheets (Chivers's bindings). Important additions were also made to the collection of German literature. The library also regularly purchased all the titles included in the A. L. A. Book-list, with the exception of some fiction and juvenile titles which were rejected as not coming up to the standards of this library. (For further details of order department, see p. 49.)

GIFTS, ACKNOWLEDGMENTS, ETC.

As usual, the library has received as gifts a large number of books, pamphlets, and periodicals from citizens of Washington, and from

other individuals, associations, and publishers. The record shows that these gifts numbered 2,321 bound, and 488 unbound volumes, 1,662 pamphlets, 5,532 numbers of periodicals, besides other miscellaneous matter. All of this material has been acknowledged on its receipt. As a further expression of appreciation, a list of donors and gifts is published as a part of this report (pp. 55-61). The largest gifts were from the Evening Star Newspaper Company, 271 volumes of miscellaneous books, and from the late Dr. William J. Rhees, 129 bound and 126 unbound volumes and 1,235 periodicals. Much of this material pertained to the District of Columbia. Noteworthy also were the transfers of books from the United States Bureau of Labor, 320 volumes; from the Post-Office Department, 238 volumes, and from the Library of Congress 112 bound volumes, besides unbound material.

Mention and formal record should here be made of the fact that the Evening Star Newspaper Company has deposited in the library a bound file of the Evening Star from January, 1868, through February, 1906, except September, 1902, 110 volumes. These volumes remain the property of the Evening Star Newspaper Company, and may be withdrawn from the library if ever required. Meantime they are available for reference at the library. In this connection it is appropriate to mention that the library receives by gift one copy each of all issues of the Herald, Post, Star, and Times for binding. These four local newspapers, together with the New York Tribune, are regularly bound for reference purposes.

The library continues to receive each year from Mr. James T. Du Bois, a trustee of the library, the interest (\$100) on an endowment fund of \$2,000 established by him in 1898. This fund, known as the Henry Pastor memorial, Mr. Du Bois ultimately proposes to increase to \$5,000. The income is expended for scientific and technical periodicals. As has been pointed out elsewhere in this report, these periodicals already have large use, and with the opening of the new useful arts room this use will be greatly increased.

The income of \$50 derived from the fund of \$1,000 established by the Woman's Anthropological Society is expended for anthropological books and periodicals. Lists of the periodicals received through these two funds, as well as the extensive list of trade and other periodicals received by gift, are printed in the supplement to this report (pp. 53-54).

In connection with an account of the gifts, it is appropriate to acknowledge the continued indebtedness of the library to Messrs. Woodward & Lothrop for their services in collecting books and periodicals presented by local donors and in hauling books to and from the deposit stations. This service has been cheerfully rendered for several years. The demands have at length assumed such proportions that the library should now be enabled to provide itself with a delivery wagon instead of longer burdening this generous firm.

DISCARDED BOOKS AND PERIODICALS.

By permission of the Commissioners of the District of Columbia, in whom the title of all library property vests, the library regularly turns over to the various charitable and reformatory institutions, to

the fire stations, etc., of the District, discarded books and periodicals. In this way excellent books and magazines whose condition is not quite good enough to repay another binding, together with unnecessary duplicates not suited for exchange purposes, do good service in institutions for which the library has no books in better condition. By this plan about 4,702 volumes and 2,511 numbers of magazines were sent to 20 institutions. (See list p. 49.) Advice in this distribution is secured from the secretary of the board of charities. By permission of the Commissioners also material unsuited for exchange or for institutions is regularly turned over to the Salvation Army. From the foregoing it will be seen that citizens may properly send to the library all books, pamphlets, and periodicals no longer needed, knowing that any material that is not required for the library's own collection will be advantageously disposed of by exchange or will be judiciously sent to institutions where it will be put to good account. Many discarded books and periodicals are cut up and the illustrations used in the picture collections.

CATALOGUE DEPARTMENT.

During the year 12,539 volumes were catalogued and substantially the same number shelf listed. To the official and public catalogues 23,010 cards were added. Somewhat less than half of the books added were new titles. However, as always, additions and corrections to old cards, withdrawals, etc., consumed much of the time of the department, as did also the proof reading, the annual inventory, and similar tasks that fall to its lot. Moreover, as is inevitable in a library of which the force is not quite adequate to meet the public demands made upon it, help has often been given by the cataloguers to the issue and other departments. Much time was consumed by filing in the depository catalogue of the 60,022 cards sent by the Library of Congress. This library continued the plan of cataloguing for the "W" series of the Library of Congress printed cards, books not secured by that library but purchased for this library. Copy for 246 titles was so furnished. These titles cover many noncopyrighted books contained in the A. L. A. Booklist and also include other books, especially importations, purchased by many public libraries and for which the Library of Congress is called on to furnish catalogue cards.

Since January 1 a "process slip," in the form of a bookmark, has been inserted in each volume as it was accessioned. This slip has spaces for the author, brief title, accession number, cost, classification, and each process of its preparation for use, such as shelf listing, cataloguing, cutting, pasting, marking, shelving, etc. Opposite each process enumerated it is required that the worker through whose hands the volume passes shall initial and date. This slip accomplishes the purpose of fixing responsibility, and is also used for making up statistics.

Last year's report contained a record of the first complete inventory of the library. The missing books there reported have since been reduced from 3,226 to 2,103 volumes. Because of several changes in the catalogue department toward the close of the year the beginning of the 1907 inventory was delayed. The figures to date show 2,001

missing volumes, as follows: 441 juvenile books, 1,102 adult fiction, 32 reference books, and 426 volumes of other classes. These figures are constantly being reduced. With the recent building changes, requiring all borrowers of books, both from the adult and juvenile departments, to go past central delivery desks, it is hoped that the losses will be diminished. (For details of catalogue department see pp. 49-51.)

BINDING AND REPAIR WORK.

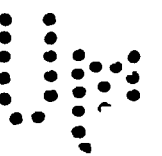
One of the greatest gains to be recorded for the past year is in the binding and repair work of the library. The work done has been more economical, more durable, more tastefully finished, and more promptly executed than ever before. The first cost of binding has been lower than under earlier contracts, and better workmanship has greatly prolonged the life of books over that secured by methods formerly employed and has reduced the repair work by at least one-half. To dispense with a special repair force, simple repairs are now done by the boys in the check room, while more difficult work is done by skilled persons in the bindery. None but the library's binding is done in its bindery, so that nearly all of the advantages of direct employment are secured, with the risks and responsibilities eliminated. The work is all done under contract with Mr. Gilbert D. Emerson, of Philadelphia. As Mr. Emerson employs local work people exclusively, the early opposition of the local labor organizations to granting him the contract straightway collapsed. (Fuller details of this work will be found in the departmental report, pp. 51-52.)

PUBLICATIONS AND PUBLICITY.

As formerly, the four local daily newspapers have helpfully opened their columns for the publication of news notes about the library, as well as lists of new books and lists on timely topics, and all have published editorials urging more adequate appropriations for the library. The Evening Star publishes regularly, as a part of its Saturday book department, the lists of the new accessions. The Herald has likewise printed these lists with a fair degree of regularity on Sunday. It has also regularly published in its Sunday book columns a paragraph recording the most popular nonfiction, fiction, and juvenile books at the library during the preceding week.

In March was begun the publication of a four-page monthly bulletin recording the principal new accessions, but also containing brief reference lists on timely topics. The publication of this bulletin is made possible through the generous offer of the Evening Star to save the type of the library lists appearing in its columns until the matter is reprinted in the bulletin. With the cost of composition eliminated, it is possible to publish this bulletin at slight expense. The library still hopes to be able ultimately to publish a bulletin giving fuller titles, accompanied by annotations for the guidance of readers. But the bulletin, even in its present modest form, is very acceptable to readers.

Two more numbers of the annotated reference lists were published during the year: No. 7, Health and Hygiene, 16 pages, and No. 8, United States History, 24 pages. A list of books suitable for Christ-



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mas gifts was printed in pamphlet form and distributed to those attending the Christmas exhibition. Three book-marks, printed on attractive cover paper, have proved very acceptable. They are entitled "Books Men Like," "Books Boys Like," and "Books for Girls." By means of an inexpensive hand printing press, using rubber type, the library has printed several brief lists for distribution, and fuller use of this simple device is planned for the future. The educational bulletin, printed monthly by the mimeograph process and distributed to teachers, is referred to elsewhere in this report.

The library continues to distribute many publishers' book advertising leaflets. Such lists are either marked with a rubber stamp to show that the library has the books, or more often the publishers furnish them with the library imprint. Among such lists distributed last year were the McGraw Publishing Company's lists on "Electrical Engineering" (compiled by the professor of electrical engineering of Cornell University), on "Steam Turbines," and on "Cement and Concrete;" John Wiley & Sons' "Books for the Water Works Office," compiled by Mr. M. N. Baker, and their "Small Library for a Young Civil Engineer;" Whitcomb & Barrows' "Domestic Science Publications," and Henry Holt & Co.'s list entitled "New Books for Students of Public Affairs.

EXHIBITIONS.

With the installation early in the year of five large, glazed exhibition cases in the second-floor lobby it has been possible to begin a series of popular exhibitions of historical, geographical, and art pictures. The first exhibition was one of original and reprint book illustrations to accompany the collection of books suitable for Christmas gifts shown in one of the study rooms on the second floor from November 21 to December 31, 1906. The originals shown included meritorious work in oil, water colors, pastel, and pen and ink, and the exhibition received favorable mention from local art critics. The illustrations were loaned by the publishers owning them. The book exhibition was attended by 2,387 persons, exclusive of children. The picture exhibition was visited by a far larger number. Copies of a catalogue of the books on exhibition and many publishers' holiday bulletins were distributed. It is believed that the exhibition accomplished its purpose of influencing many persons to give as Christmas presents good books instead of poorer or no books. The library conducted in 1904 a similar, but smaller exhibition, with few original illustrations. That exhibition was so popular that many persons expressed disappointment when it was found impracticable to conduct a similar exhibition in 1905.

Two picture exhibitions have been held in 1907. The first of these consisted of 26 photographs of the Panama Canal, illustrating the President's message on that subject. The other exhibition was of 164 photographs and many souvenir postal cards and other pictures illustrating Jamestown, the exposition, and early Virginia history. This proved so popular both with teachers and school children (to whom it furnished composition subjects) and with prospective visitors to the exposition, as to justify its being kept in place for several months.

During the spring months of every year the library maintains a bird-arrival bulletin board on which are displayed colored pictures of birds as they arrive in Washington. This information is regularly

furnished by Prof. Wells W. Cook, of the Biological Survey, Department of Agriculture. The bulletin is much appreciated.

The exhibition of summer travel pamphlets, consisting of material issued by railway and steamship companies, has come to be an annual affair. Ordinarily a number of duplicate copies of the publications are furnished for distribution. Many persons regularly plan their summer vacation trips with the help of the advertising matter thus shown. This year several of the transportation companies also furnished photographs, large views in colors, framed pictures and maps for display on the walls of the summer travel room. Copies of some of the pamphlets received are of sufficient value to warrant adding them to the permanent collection of the library. Copies of nearly all kinds have also been cut up and have furnished much of value to the picture collection. (For a list of transportation companies sending summer travel pamphlets see pp. 54-55.)

THE PICTURE COLLECTION.

This collection of pictures is made up of illustrative matter taken from discarded books and periodicals, together with contributed matter from various sources. It consists chiefly of geographical scenes, Biblical illustrations, portraits, and artistic subjects. The pictures have been collected in spare moments during several months and are gradually being classified and mounted on cover paper of uniform size. It was not until March that the existence of the collection was announced in the educational bulletin, but in three months 1,663 mounts were loaned. It is expected that the collection will prove useful not only to teachers but also to literary and art clubs.

In May Mrs. John B. Henderson loaned to the library a large marine painting in oil by Mr. Lucien Powell. This has been hung above the west landing of the grand staircase. This beautiful view of the open sea almost seems to make the library cooler during the July in which this paragraph is written. (Further notes on exhibitions and picture collection are given on p. 39.)

THE LIBRARY STAFF.

During the fiscal year 29 persons left the library service. These included 10 library assistants, 18 pages, and 1 charwoman. It is expected that the number of pages leaving will be lower another year, for beginning July 1 the salaries of pages were by act of Congress increased from \$240 to \$360. During the year the entire force numbered 54 persons. Excluding the building force (12 persons), pages and messengers (12 boys), the resignations from the library staff proper numbered exactly one-third of that force. A few of these were for personal reasons, such as matrimony, but most of them resulted from the securing of more lucrative positions in other libraries. This is a commentary on the low salaries paid in this library and an argument for substantial increases.

It is inevitable that the efficiency of a library suffers when through inadequate salaries it is constantly losing some of its most responsible workers. Among last year's resignations were Miss Florence J.

Heaton, children's librarian; Miss Emily A. Spilman, head cataloguer; Miss Nellie B. Brown, cataloguer; Miss Rosamond K. Stickney, cataloguer; Miss Eleanor C. Buynitzky, assistant in the children's room; Miss Harriette L. Pratt, Mrs. Juliette O. R. Nazar, Miss Bessie Silverthorn, and Mrs. Sarah N. Osborne, assistants. It is a matter of regret to record the going of these faithful workers.

Fortnightly meetings are held of heads of departments, with occasional conferences with the employees of a given department. To encourage professional spirit, copies of the *Library Journal* and *Public Libraries*, together with extra copies of such literary and general periodicals as the *Nation*, *Independent*, *Outlook*, *Bookman*, *New York Times Saturday Review*, and *Life* are provided for staff use. A considerable portion of the staff belong to the District of Columbia Library Association, whose monthly meetings are held at the library, and several staff members belong to the American Library Association. Five members of the staff attended the annual conference of the American Library Association at Asheville, N. C., May 23 to 29, four of them at library expense. The librarian has acted as treasurer of the American Library Association during the past year, and last December was reelected president of the District of Columbia Library Association. He contributed to the *Library Journal*, March, 1906, a brief account of Sunday and holiday work in this library, and to *Public Libraries*, April, 1906, impressions of "Some libraries of the farthest Northwest" (British Columbia, Yukon Territory, Alaska, etc.).

Though inadequate in numbers and underpaid, the library staff has not been lacking in earnest and devoted service. The heads of departments take pride in carrying forward their own work efficiently, with due regard for the accomplishment of the work of the library as a whole. The assistants in each department are also enthusiastic, and faithfully perform their share of the work. The librarian wishes here to express his appreciation to all the staff for their hearty co-operation.

APPRENTICE CLASSES.

Three years' trial of the plan of filling vacancies in the staff of junior assistants from those who have taken a six months' apprenticeship course in this library has proved the scheme to be satisfactory. In view of the fact that the low salaries paid in this library would rarely attract graduates of the library schools to any but a few of its highest positions, and that these are usually filled by promotion, the frequent resignations require a constant stream of new appointments. To meet the problem of how to recruit the service with workers having some known fitness, recourse to the apprentice plan is necessary. During the past year positions were offered to all members of the apprentice class of 1905-6 who had not been previously appointed. In passing it should be stated that two members of that class, by reason of training received in this library, secured positions in Government department libraries at salaries nearly three times the amount of the beginning salary in this library. To fill vacancies this year, it has been necessary to admit two classes of apprentices—a regular and a special class. Twelve were examined for admission to

the regular class; nine of these were admitted; two of them were dropped as unsuited to the work; the other seven were appointed most of them before they had finished their course. A second class of seven persons was admitted about May 15, and two were selected from it on July 1. The rest of this special class will form the nucleus of the class to begin its course in the fall. It is understood that the two who were appointed July 1 will take the full class work in the fall also. In general, persons who have received appointments previous to the completion of their six months' course have expressed a desire to take the full apprentice work in addition to their regular duties.

It is interesting to record that whereas at first the apprentice classes for assistants consisted exclusively of young women, one page (a boy) took the course last year, in addition to doing his regular work, and another has taken the examination for entrance to the class of the coming fall. The library has also for some time appointed its pages from those who had taken a brief course of training in practical work. By this means the library is often saved from appointing boys who would prove worthless. (Other details of apprentice work are given on pp. 39-40.)

BUSINESS METHODS AND LABOR-SAVING DEVICES.

A constant effort is made to keep the library abreast not only of the best technical library methods, but also of the most approved business methods. As an example of library technique, no card is admitted to the catalogues unless it is printed or typewritten. Similarly all official communications sent out from the library are either printed forms or are typewritten. An adding machine is in daily use in the administration department for computing financial matters as well as library statistics. Carbon copies of all letters and orders are made. These are arranged in vertical files. No letter-press copies are taken. Much use is made of a hand postal-printing press for printing blanks, forms, and lists. A rotary mimeograph is in frequent use in printing larger forms, circular letters, etc. The plan of having the library binding done in the building has proved so satisfactory as to suggest the advisability at some time in the future of having a library printing plant. Numerous blanks and forms are in use which could be printed here. Catalogue cards not received from the Library of Congress could be printed in such an office. Such a plan would also open the way for securing a larger and more satisfactory bulletin and for printing classed catalogues, more numerous reference lists, etc.

THE BUILDING: IMPROVEMENTS AND FORCE.

Last year, for the first time since the new building has been occupied, it was possible to have a check room open, with a boy in constant attendance. His spare time is devoted to cutting, pasting, labeling, and minor repairs. The installation of the new hollow-square delivery desk in the main lobby adds much to the appearance

of the room, provides for a rearrangement of the public and Library of Congress depository catalogues, furnishes space for displaying more books on open shelves, and it is believed will diminish the losses by theft. Improvements for the basement children's room include a similar hollow-square desk, the railing off of one corner as an office for the children's librarian, bulletin boards between wall cases, combination settees, shelves and bulletin boards built around the two square supporting posts, framed pictures with removable backs for the walls, and a lavatory to insure clean hands.

An intercommunicating interior telephone system, with 20 stations, was installed more than a year ago, but has only recently been accepted. Partly because of the delay in perfecting this system and partly because of the need for connecting the principal library departments with the outside system, a branch exchange switch board of the Bell system has been installed.

With the opening of the basement children's room, the need for a special police officer, as yet denied by Congress, becomes more apparent. It is inevitable that mischievous and sometimes malicious depredations will increase now that the library occupies another floor without being able to increase the supervision of property.

Special commendation should be expressed of the efficiency of the building force, and particularly of that of the engineer. His ingenuity in making repairs and devising building equipment saves the library much money each year. His compensation should be increased.

ESTIMATES FOR RUNNING EXPENSES.

The additions to the staff received July 1 have made it possible, by careful planning, to open the basement children's room and to occupy the present children's room as a useful arts room. To this statement must at once be added these qualifications. Though it is possible to open the larger children's room, yet, if the juvenile circulation increases as expected, its staff will scarcely be adequate to meet the increased pressure and should be strengthened in order adequately to do that work and the work in the public schools that it is desired to undertake. The reference work in the reading room, at the information desk, and now in the new useful arts room is growing in volume and complexity. It is exceedingly important that it be well done. This can not be accomplished without adding considerably to this part of the force. The book order and catalogue departments need strengthening to do present work and most certainly need important additions if any part of the needed increase in the book fund is granted. A force for opening the periodicals room is yet lacking. It is especially important in adding to the staff to secure several better paid assistants. This would enable the library to get and keep competent chiefs of departments and would offer some chances for promotions, thus saving the present enormous waste of energy which results from the frequent resignations and the necessity for appointing poorly educated and inadequately trained persons.

The following estimates for running the library during the fiscal year 1908-9 are recommended to the consideration of the trustees:

Estimates for running expenses.		Recom- mended, 1908-9.	Appro- priation 1907-8.
I. Library and building force:			
1. Administration department—			
Librarian	\$4,000	\$3,000	
Assistant librarian	1,800	1,800	
Librarian's secretary	1,000	900	
Stenographer and typewriter	720	720	
Copyist	480	480	
Messenger	480	360	
2. Order department—			
Chief (new)	1,200		
Assistant (new)	840		
Assistant	540		540
Assistant	480		480
3. Catalogue department—			
Chief (new)	1,500		
Cataloguer	900		900
Cataloguer (new)	840		
Cataloguer	720		720
Cataloguer	600		600
8 cataloguers (now called temporary cataloguers), at \$540	1,620		1,620
Assistant	480		480
4. Binding department—			
Assistant	720		720
Collator	360		360
5. Reference department (including information bureau and useful arts section—			
Reference librarian	1,200		1,000
Assistant	900		900
Assistant (new)	840		
Assistant	720		720
Assistant	600		600
Assistant	540		540
2 pages, at \$360	720		720
6. Periodicals department—			
Assistant (new)	900		
Assistant	540		540
Page	360		360
7. Children's department, including work with schools—			
Children's librarian	1,200		1,000
Assistant (new) for school work	840		
Assistant	720		720
Assistant	600		600
2 attendants, at \$540 (now paid \$480)	1,080		960
2 pages, at \$360	720		720
8. Circulation department, including deposit stations, etc.—			
Chief (new)	1,500		
First assistant (new)	900		
Assistant	720		720
2 assistants, at \$600	1,200		1,200
2 attendants, at \$600 (new)	1,200		
3 attendants, at \$540 (now paid \$480)	1,620		1,440
5 attendants, at \$480 (now paid \$360)	2,400		1,800
Messenger	480		360
5 pages, at \$360	1,800		1,800
9. Building force—			
Engineer	1,200		900
Fireman	720		720
Workman	480		480
Library guard (new)	720		
2 janitors, at \$480	960		960
2 cloak room attendants, at \$360	720		720
6 charwomen, at \$180	1,080		1,080
II. Sunday opening		2,500	1,700
III. Purchase of books, not less than		15,000	7,500
IV. Binding		4,000	3,500
V. Fuel, lighting, fitting up building, and other contingent expenses		8,000	7,000
Total		78,960	54,640

In the foregoing table the items are arranged under the necessary departments of work. Reference is also made to the arguments used in the report of the trustees (pp. 9-11), where these same items are arranged in connection with the items of the present appropria-

tion act. In addition to the specific arguments used in the trustees' estimates, the following considerations are offered:

Not long since the librarian of one of the United States Government offices, while in conversation with the librarian of this library concerning a proposed piece of library work said: "Such simple work could be done by a cheap \$75 a month clerk." The salary mentioned is one of the highest paid in this library, and yet it is believed that this library is doing a high grade of work and that its personnel is not a "cheap" one. The persons receiving this salary are heads of departments who carry large responsibilities and direct the work of several subordinates, and, moreover, the heads of three other important departments receive but \$720 each. Persons who inquire into our schedule of salaries are always amazed at the disproportion between the importance of the services rendered and the grade of salaries paid. The lower grades of the service are likewise inadequately paid. To show that these salaries should be graded up it needs only to be stated that five desk attendants, who are at least high school graduates, who pass a stiff entrance examination and who have served a six months' apprenticeship without pay, now receive but \$360 a year.

The librarian desires cordially to acknowledge the interest in and support of the library on the part of citizens. This interest has been shown in many and varied ways, but especially through the formal resolutions in support of the library passed by such citizens' associations as the Washington Board of Trade and the Business Men's Association. By their representatives these bodies rendered substantial aid before Congressional appropriation committees. Thanks are also due to the appropriation committees for their patient consideration of arguments and for a little more generous treatment than heretofore; and to the Commissioners for their advocacy of the library before appropriating bodies, and in their reports and speeches. And finally the librarian wishes to express his appreciation to the trustees for their unfailing interest, counsel, and support.

Respectfully submitted.

GEORGE F. BOWERMAN,
Librarian.

The TRUSTEES OF THE FREE PUBLIC LIBRARY.

EXTRACTS FROM REPORTS OF DEPARTMENTS.

Before the foregoing report of the librarian was written, the heads of the various departments of the library staff were requested to submit reports, with statistical tables wherever necessary. The following extracts from these departmental reports cover matters either not mentioned or only briefly covered in the librarian's report. These reports are therefore supplemental to the main report.

THE ISSUE DEPARTMENT.

Miss Faith G. Stoek reports as follows concerning the home circulation and registration, of which she has been in charge:

For the purpose of ready comparison, the details relating to some parts of the circulation of each of the last two years are brought together in the following table:

	1905-6.	1906-7.
Total circulation (including social settlements and schools).....	433,096	481,463
Circulation, central library.....	424,154	464,777
Circulation, social settlements.....	8,265	16,369
Circulation, high schools.....	677	317
Average daily circulation (central library).....	1,359	1,499
Average monthly circulation (including social settlements and schools).....	36,091	40,122
Monthly increase.....	6,633	4,031
Yearly increase.....	79,600	48,367
Percentage of increase.....	22	11
Number of days open for circulation.....	312	310

The following include some changes in issue department practice: Books drawn on teachers' cards need not be renewed at the end of two weeks, but may be retained twenty-eight days if desired, subject to recall at the end of two weeks. This, of course, does not extend the time on such books. Books and magazines are now stamped with the date due instead of that drawn. During the summer all persons leaving town for their vacations may draw six books with the privilege of retaining them for twenty-eight days, subject to recall at the end of two weeks. The temporary address must always be left with the charging clerk.

Books for use in the schools were requested only by the Western and Central High schools, therefore the number of books circulated by schools is much less than when we supplied all of the high schools. We have no record of the circulation of books drawn on teachers' cards and circulated in schools by the teacher.

This year the number of pay copies of periodicals has been reduced. We now take 8 pay copies of Century, Harper's, Scribner's, and 3 of the Review of Reviews and World's Work. Following is a list of periodicals regularly circulated: Atlantic, Bookman, Catholic World, Century, Cosmopolitan, Current Literature, Delineator, Everybody's, Harper's, McClure's, North American Review, Outing, Popular Science Monthly, Putnam's, Review of Reviews, St. Nicholas, Scribner's, World's Work.

Duplicate pay books now circulate 30 times at 5 cents an issue, in order to pay both their cost and for the binding (\$1.50). Formerly the practice was to require them to earn but \$1 (20 circulations), but it was observed that almost invariably they required rebinding either before they had circulated 20 times or immediately after.

The work of the return desk could be lightened and readers better pleased if all books, other than seven-day books, be allowed to circulate for twenty-eight days without renewal, subject to recall at the end of fourteen days. This will do away with one of the three stamps now in use, and so lessen the opportunity for errors.

In order to locate books temporarily or permanently removed from their proper places on the shelves wooden dummies 5 by 1 by 8 inches, on which are written the call number, author, and the new location of the book represented are now substituted.

The health department continues to cooperate with the library in locating books at houses in which contagious diseases have developed. In addition to the steps taken to minimize the danger from this cause, as set forth at length in the report of 1905, a street directory is being made which shows all card holders living at the same number. A notice is now sent to all card holders living at the address reported by the health department, where formerly only persons of the same name as that reported were notified to retain books until properly fumigated. The borrower's card is also destroyed and a new one issued in its place.

The following tables of circulation, fines, etc., cover the central library, stations, schools, etc. :

Circulation, by months and classes, July 1, 1906, to June 30, 1907.

	1906.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
General works	1,383	1,526	1,437	1,659	1,562	1,556
Philosophy	216	193	300	304	346	250
Religion	217	137	125	222	201	178
Christianity	156	167	167	225	246	209
Ecclesiastical history	32	42	44	70	77	68
Biography	569	495	558	763	941	734
History	758	790	720	1,464	2,337	1,911
Travel	803	892	805	1,173	1,453	1,226
Social and political sciences	326	335	417	679	528	527
Natural sciences	581	616	681	870	899	780
Useful arts	725	855	853	844	519	511
Recreative arts	222	258	250	298	268	296
Fine arts	424	363	397	505	623	434
Language	239	240	317	355	323	279
Literature	1,705	1,703	1,651	2,164	2,867	2,753
Book arts	160	148	232	350	306	221
Fiction	24,541	25,495	23,977	25,406	28,312	25,477
Total	33,057	34,255	32,931	37,351	41,808	37,412
Average daily circulation	1,322	1,269	1,317	1,383	1,608	1,496
Per cent fiction	0.74	0.74	0.73	0.68	0.68	0.69

	1907.						Total.
	Jan.	Feb.	Mar.	Apr.	May.	June.	
General works	1,563	1,606	1,843	1,746	1,869	1,511	19,261
Philosophy	300	293	347	293	309	268	3,419
Religion	221	218	259	284	328	189	2,579
Christianity	263	273	284	277	247	193	2,707
Ecclesiastical history	96	99	111	79	51	41	810
Biography	1,073	1,197	1,196	1,037	928	674	10,156
History	2,236	2,265	2,273	2,139	1,896	1,427	20,216
Travel	1,686	1,837	1,922	1,728	1,557	1,187	16,269
Social and political sciences	745	690	742	628	595	479	6,691
Natural sciences	1,067	1,057	1,251	1,174	1,014	831	10,821
Useful arts	670	742	777	644	629	542	8,311
Recreative arts	318	368	415	335	295	293	3,618
Fine arts	712	587	900	818	598	467	6,828
Language	371	331	362	324	270	246	3,658
Literature	3,227	3,330	3,448	3,257	3,013	2,268	31,385
Book arts	324	261	333	253	239	163	2,990
Fiction	30,086	30,251	30,734	30,178	29,284	27,677	331,418
Schools						317	317
Total	44,958	45,405	47,197	45,194	43,122	38,773	481,463
Average daily circulation	1,665	1,891	1,815	1,738	1,597	1,551	1,558
Per cent fiction	0.67	0.67	0.65	0.67	0.68	0.72	0.69

Monthly statement of fines, etc., from July 1, 1906, to June 30, 1907.

	1906.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Fines	\$199.64	\$190.77	\$196.71	\$255.59	\$259.10	\$330.76
Duplicate collection	82.45	68.15	52.85	63.35	86.90	89.30
Reserves	5.66	4.50	6.32	10.98	15.56	9.94
Books lost and injured	7.20	8.04	3.75	4.86	1.65	3.80
Reissued cards	8.30	8.60	9.40	13.00	11.70	9.90
Sale of catalogues20	.70	1.00	.50	.35
Money found in building32					
Total	303.57	280.26	269.73	348.73	375.41	444.05

Monthly statement of fines, etc., from July 1, 1906, to June 30, 1907—Continued

	1907.						
	Jan.	Feb.	Mar.	Apr.	May.	June.	Total.
Fines.....	\$283.77	\$290.41	\$287.88	\$332.23	\$286.96	\$293.87	\$3,207.60
Duplicate collection.....	116.45	101.10	117.65	135.10	143.65	125.25	1,182.70
Reserves.....	12.14	13.30	14.38	11.50	8.80	5.50	118.50
Books lost and injured.....	2.20	10.59	5.07	7.48	7.95	5.56	68.11
Reissued cards.....	10.70	11.90	8.20	7.90	6.60	6.70	112.90
Sale of catalogues.....	2.40	1.70	.65	.45	.30	.45	8.70
Money found in building.....							.30
Total.....	427.66	429.00	433.83	494.66	454.26	437.83	4,699.00

REGISTRATION.

The number of cards in force June 30, 1906, was 39,800, as against 45,231 on June 30, 1907. This shows a net gain of 5,431. During the year 13,214 persons registered and the number of cards issued, including nonfiction, privilege, and teachers' cards, was 26,167. All children who can properly sign an application are permitted to register.

Cards are now issued as soon as the necessary blanks have been properly signed and applicants are not required to wait for them two days. Only one application blank is used for minors, the guarantor signing on the reverse side and not on a separate slip as formerly.

As the registration requirements at the seven stations are not rigorous, membership cards issued there may not be used at the main library until the usual requirements have been complied with.

If the readers' cards were made good for only one year instead of three, as is now the case, practically every registration would represent a card actually in use and we would not have the great number of "dead" applications which now clog our records, due to the transient nature of Washington's population. If the regular patrons are in good standing, they do not have to be reidentified, so need not be inconvenienced beyond signing another application blank. Card holders still living in the city, but who do not use the library, will be reminded of its existence by the notice to reregister, which they would receive two years earlier than otherwise.

Rather than file the great number of cards which may or may not be again used, all "left-town" cards are destroyed after "left town" has been stamped on the application. If the cards are again desired new ones are made, taking the usual care to get the correct address.

During the year 65 persons obtained cards upon making a deposit of \$5; 58 of these deposits have been withdrawn.

Statistical report of registration July 1, 1906, to June 30, 1907.

Gross registration June 30, 1906.....	57,486
Total number of cards in force June 30, 1906.....	39,799
Additions:	
New issues.....	10,806
Reissues.....	2,408
Total.....	13,214
Nonfiction cards.....	12,569
Teachers' cards issued.....	332
Privilege cards issued.....	52
Number of cards issued.....	26,167
Deductions:	
Expired to date.....	7,441
Left town.....	309
Deceased.....	13
Canceled.....	19
Total.....	7,782

Net increase in registration-----	5,432
Gross registration June 30, 1907-----	70,700
Total number of cards in force June 30, 1907-----	45,231
Average registration per day-----	36
Lost cards:	
Reported -----	1,763
Duplicates made -----	1,135
Amount realized-----	\$112.90
Delinquent notices-----	14,691

THE REFERENCE DEPARTMENT.

Miss Grace E. Babbitt, reference librarian, reports as follows on the work of that department:

The gain in the use of the reference room has been more qualitative than quantitative for the past year, though the statistics show a substantial increase in the number of visitors and of books used. The visitors to the room numbered 133,059, as against 114,428 for 1905-6. This is not as large a percentage of gain as was shown a year ago, but the number nearly doubles that of 1904-5, which was 74,296.

It will be understood that no record is kept of the use of reference books proper or of periodicals, but only of books brought from the stacks; all of which are available for reference room use. The capacity of the room is often tested on winter evenings, when a late comer has to search for a chair and sometimes can not find one.

The large proportion of men among the readers has been very noticeable, and the gain seems to be from the ranks of men who are doing real study. Such students know just what they want and put the assistant on her mettle to get it for them. The librarian's invitation to the army of newspaper correspondents who are in Washington during the session of Congress to make use of the library has been appreciated. They have availed themselves of the library to a large extent. When they are too busy to come they send requests for material. On one occasion a question came over the 'phone from a local newspaper office a few minutes before closing time. It could not be answered offhand, but the reference librarian telephoned the answer before the paper went to press. A marked increase in the calls for technical and mechanical books indicates that a constituency is all ready for a special useful arts room when it shall be opened. A number of authors use the reference room more or less regularly. Club women continue to use the reference room, and while much of their work is somewhat desultory, there are earnest students among them who read everything obtainable on their subjects.

The work with school children has been more satisfactory during the past year, for a number of teachers have informed the reference librarian in advance of special subjects they would send their pupils to study. In such cases the books were reserved in the reference room so that all of the class had an opportunity to use them. The resources of the library were rather severely taxed when all the eighth-grade children in the city were asked to compete for a prize for the best essay on the founding of Jamestown. It would seem that there must have been a striking similarity in the compositions; the greater number of children preferred the briefest and most concise account, of which they took copious notes.

The reference librarian has read, as during the previous year, the publishers', auction, remainder, and second-hand catalogues for ordering. Some treasures have been secured for the library through the English remainder catalogues in particular at very considerable reduction in price. This work has been done at the reference desk, for the most part in the evening, and therefore at a considerable disadvantage.

The work of making the weekly bulletin for the local newspapers has also been done in the reference room. To these has frequently been added a short reading list on topics of the day. Every few weeks the latter consists of recent periodical articles on the capital city and its affairs. One week the list was on the "Electrification of railroads," with a view to the abatement of the smoke nuisance, and the library received with pride a request from the Commissioners of the District to have the material listed sent to them, for official use. Since March this work has been made more interesting by the publication of a monthly bulletin.

Early in the year the teachers' library was brought down into the reference room. Here it has been increasingly used by teachers and also by school children. Grown people outside the profession use and enjoy the teachers' library and frequently commend it as a "fine collection."

The list of pedagogical periodicals more carefully revised, in accordance with the suggestions of the Superintendent of Schools, covers the field thoroughly. These magazines would repay a more extended use than is accorded them. The current as well as some bound volumes are shelved at the end of the teachers' library.

The following table shows the number of readers of the books brought from the stacks:

Month.	Week days and Sundays.		Sundays only.	
	Readers.	Books.	Readers.	Books.
1906.				
July.....	7,221	1,306	613	10
August.....	7,265	1,338	374	5
September.....	4,628	1,705	656	10
October.....	11,630	2,451	810	23
November.....	12,488	2,474	1,290	24
December.....	11,057	2,601	1,145	29
1907.				
January.....	12,599	3,651	1,252	43
February.....	12,568	3,028	900	28
March.....	13,266	2,768	948	24
April.....	14,244	3,052	914	23
May.....	12,643	2,614	1,077	27
June.....	9,550	1,625	1,021	20
Total.....	133,059	28,613	11,000	2,70

BUREAU OF INFORMATION AND MISCELLANEOUS FEATURES.

Miss Grace B. Finney, who occupied the position of assistant librarian during the year under review, was especially in charge of the information desk. She also developed the new picture collection, arranged the special exhibitions, and has had general oversight of the apprentice class. The following extracts are given from her reports on these branches of the work:

The bureau of information entered upon its second year in September, 1906, better equipped with assistants, and therefore able to give more satisfactory service to the public. Miss Pollock was assigned as a regular assistant and Mr. Smull as a substitute two evenings each week, which made it possible to keep the desk open day and evening and to enter upon more activities. Among the miscellaneous work done during the more quiet hours were 1,050 reports directed and arranged in routes for distribution, the checking of the telephone book with the registration file, which comparison told us that about 15,000 persons listed in the telephone book were not users of the library. To those nonusers letters of invitation are being sent. Requests for books on subjects on which the library has very little or no material are considered. Lists are handed in with recommendations for purchase.

Some bulletins were prepared and placed in the open-shelf room on January 1 to call attention to book lists for distribution. These lists were for men and for boys and girls of thirteen years and over. The need of such work was shown by the fact that the 3,000 copies of lists for girls were exhausted by March, those for men by April, while the boys' lists lasted until June. Several teachers have taken them to distribute to pupils at school at the same time they have given out applications. A list on early Virginia history was compiled, which has proved useful to pupils and those contemplating a visit to the Jamestown Exposition. With the new postal printing press it will be possible during the coming year to meet the demands of older persons to a larger extent by having for distribution short lists on many subjects.

EXHIBITIONS.

The first exhibit, held on the second floor, was the Christmas display of books, open from November 21 to December 31. A room was available for the books and publishers' catalogues, giving those desirous of making purchases at the local booksellers, an opportunity to examine at leisure a carefully selected collection. This room was visited by 2,387 persons, exclusive of children. Through the kindness of the publishers the attractiveness of the display was enhanced by numerous original illustrations in oil, water-colors, pastel, pen and ink, and mounted reprints. Many of the foremost illustrators in the country were represented, and the pictures were shown to advantage in the new exhibition cases. The second exhibit was a small but interesting history of the Panama Canal as it is to-day, told in a series of 26 photographs. Following this was the exhibition of 164 mounted photographs illustrating Jamestown, the exposition grounds and buildings, and early Virginia history. The numerous requests for summer travel literature warranted the holding of a second exhibition. The railway and steamboat companies furnished the library with a generous supply of advertising pamphlets for distribution. The material covered points of interest in the United States, Alaska, Hawaii, Cuba, Porto Rico, Philippines, Mexico, West Indies, also foreign countries. Accompanying these illustrated and descriptive pamphlets were dates of sailing, maps, and unmounted photographs.

PICTURE COLLECTION.

Pictures are used so extensively in teaching and club work at present that a collection was started in October. Material is clipped from duplicate copies of magazines, advertising circulars of railways and steamboats, and from various sources. The collection is not a large one as yet and there are few duplicate sets. The pictures are mounted on paper of a uniform size. The object is to make it available for teachers of day and Sunday schools and clubs. As a request for pictures is usually accompanied by a request for books on the same country, it is proposed to have typewritten lists of books placed with the pictures of each country. The first pictures were circulated March 15, and notwithstanding the incompleteness of the collection from March 15 to June 12 1,663 mounts were loaned.

The following are some of the subjects under which the picture collection has been grouped:

Actors.	Earthquakes.	Plants.
Actresses.	Europe.	Presidents.
Africa.	Furniture.	Russo-Japanese war.
American history.	Gardens.	Sculpture.
Animals.	Illustrators.	Shakespeare.
Architecture.	Indian basketry.	Sports.
Arctic regions.	Indians.	South America.
Artists.	Insects.	States of the Union.
Asia.	Inventors.	Trees.
Authors.	Jones, Paul.	Volcanoes.
Biblical pictures.	Musicians.	Washington, George.
Cathedrals.	North America.	Washington, D. C.
Columbus, Christopher.	Pacific Islands.	Yellowstone Park.
Costumes.	Paintings.	Yosemite Valley.

APPRENTICE CLASS.

The purpose of the apprentice class is to instruct the candidates in the methods of the library and to give them a general idea of the nature and scope of the work in the different departments. Each apprentice, for a period of six months, receives daily practice work, which is carefully supervised and criticised. A transfer from one department to another is made every two weeks, giving each apprentice one month in each department. At the time of transfer each chief submits a written report on the work of the candidate to the librarian. These reports are in the form of questions to be answered, which facilitates the summing up of the candidate's weak or strong points. If an unfitness for the work is shown the candidate is advised to withdraw at once.

No one text-book is used for study. Each department submits a list of articles and books as suggestions for reading. These suggestions are classed under the following headings: Literature, English, American, French, and other foreign; technical reading, general, cataloguing and classification, book-order department, reference room, information desk, binding, and periodicals. These lists are general in character, including brief manuals, literature primers, articles from the library journals and cyclopedias. The same plan as last year has been followed in outlining the literatures, assigning topics on current events to the different members of the class, round-table discussions, and lectures by heads of departments. Because of the necessarily limited time given to each subject, the aim is to familiarize each one with the general works of reference, to point out the necessity for a broader foundation of general information, and to develop intelligence and the ability to answer questions accurately and promptly.

YOUNG PEOPLE'S DEPARTMENT.

Miss Florence J. Heaton, who had been children's librarian for several years, withdrew from the library service on April 15. She was succeeded by Miss Clara W. Herbert, whose report is chiefly devoted to a study of the conditions of the children's department and proposed plans for future work, including especially a plan for more active work with schools. Her report follows:

It is a pleasure to give a newcomer's impressions of the children's room, and the work of the children's department.

The present room, though pleasant, is too small to accommodate the numbers of eager borrowers, but before another winter we anticipate occupying the attractive basement room which is much more spacious.

The supply of books has been a liberal one and represents the best in children's literature. These books have been carefully selected and include picture books for the younger children and for those who do not read easily; a number of standard novels to meet the growing taste of the older boys and girls, and to make it unnecessary for them to use too freely the adult fiction shelves, where there is much not suitable for their age; also beautiful editions to tempt the children to read books of classic form which are not generally popular.

Our borrowers are most appreciative and are doing, on the whole, unusually good reading. No one class of children predominates, all sorts and conditions of homes being represented. But there are noticeably few foreigners, and those chiefly Hebrews.

The reading-room order is excellent, the children showing that happy combination of perfect freedom with respect for the use of the room and the rights of others.

Teachers visit the room in large numbers, using the privilege card freely and circulating the ten books thus drawn out among the pupils of their class room. Many of the teachers, at great inconvenience to themselves, come with their classes to secure for them library opportunities.

In the winter months there is great demand among the children for books on timely topics, showing that the library is taking its place as a supplement to the schools. Believing, as we do, in the formative influence of books in the development of boys and girls, we take pleasure in pointing out the statistics of circulation and attendance in the appended table. We hope that the young people who find in reading at first only a pastime will grow to delight in literature, to find in books a means of education and self-improvement, and, best of all, will absorb from the stories of their heroes and heroines high ideals of courage, honor, and duty, which shall make them good citizens of our city.

With this aim in mind we hope to direct the efforts of the coming year, as far as possible, along two lines—making the best books the most popular through personal work with the children and making the library known among the large numbers of boys and girls who are not at present using it.

Ideal personal work with children guides the child to the right book, but at the same time fosters the child's power of self-help. It must therefore, to make a paradoxical statement, be kept as impersonal as possible, consistent with main-



taining a close supervision over the child's reading and with using every means to make the best books known to him. Printed lists which the children may take home with them of books on certain subjects are popular and helpful in this line. Story hours and clubs popularize the books upon which they are based and present high ideals in a way most acceptable to children. We hope to resume this work, which was temporarily suspended last winter. The additional member of the staff will make it possible also to have one person free during the busy hour to help the children with reference work and selection of books.

Special effort will be made to teach the children to be more careful of the books and to use them only with clean hands. The washstand in the new room will greatly help emphasize this, and we hope another year will show marked improvement in the condition of the books.

As yet only a small part of the juvenile population of the city are users of the library. The work of one assistant will be especially devoted to trying to reach the children not yet users. But we need traveling libraries to go to children who can not come to us, also to children in institutions, such as the juvenile court, reform schools, hospitals (where we are sending discarded books), and especially to the schools of the outlying districts. The teachers of these schools are eager for such deposits of books, and inasmuch as the children's room has now a fair material equipment and an increased staff, we believe that the time is ripe to begin this work.

SCHOOL DUPLICATE COLLECTION.

The money available for juvenile books during the past year is estimated at \$1,200 for the children's room and \$700 for the deposit stations. We would like \$1,500 this year for the children's room, believing that a total expenditure of \$2,300 (allowing \$800 for the stations) is not excessive when it is taken into consideration that it supplies the juvenile books for the city.

It will cost probably \$1,000 to keep the children's room supplied and there must be care and economy in its expenditure. We will not be able to buy so many expensive picture books, but we will not be stinted in the purchase of the best books.

With the extra allowance of \$300, the sum usually allotted for books for a new station, and \$200 saved from the room allowance, a fairly satisfactory duplicate collection could be started, probably 700 volumes of live books, chiefly fiction, fairy stories, and legends, and those classed in literature, but including also such books in travel, history, and science as would be likely to awaken the child's interest in the subject. It would not include text-books or supplementary readers.

One copy of the books in this collection would be shelved in my office and only called upon in need. The rest could be kept in the fourth stack.

These 700 volumes would make 28 collections of 25 volumes each. The boys could deliver such collections at the schools, taking them in telescope bags and going out on the street cars. The teachers would exchange them quarterly, or sooner, if they so desired. The privilege card would enable them to draw also books that they needed temporarily.

As soon as the main children's room catalogue is finished, we hope to start a small catalogue, covering the books of this collection and perhaps others. These cards will have a brief author entry, the grade numbers assigned, and the best annotations we could find from the lists issued by other libraries, notably Pittsburg and Cleveland. This catalogue would be in my office and could be freely consulted by the teachers and used in making their lists.

We believe that the establishment of such a collection would be a great help in furthering cooperation between schools and the library. It would bring us in contact with the teachers in a way not possible when we see them only at the charging desk. Our experience is that satisfactory cooperation with the schools consists in a large measure in establishing pleasant relations with individual teachers, rather than in a formal effort made through the principals. We feel sure that there are enough teachers interested who would be glad to avail themselves of the books, and that it would attract other teachers and would grow rapidly in popularity, justifying thereby the expense incurred.

Following are the statistics for the year :

Circulation by months and classes from July 1, 1906, to June 30, 1907.

	1906.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Philosophy and religion	105	88	72	88	83	
Biography	162	176	184	226	386	2
History and travel.....	657	657	521	778	974	8
Social science.....	25	40	35	42	43	
Natural science	189	172	177	278	298	22
Useful arts.....	108	114	108	124	133	1
Recreations and fine arts	156	179	168	196	181	11
Literature	531	518	469	548	773	82
Periodicals	106	109	96	108	101	1
Fiction	4,709	5,184	4,008	4,516	5,365	4,9
Total.....	6,748	7,187	5,838	6,904	8,282	7,6
Average daily circulation	270	266	234	256	319	30

	1907.						Total.	Per cent
	Jan.	Feb.	Mar.	Apr.	May.	June.		
Philosophy and religion	83	113	141	129	149	100	1,227	1.3
Biography	384	508	467	361	303	233	3,617	3.8
History and travel.....	1,012	1,132	1,280	1,045	953	687	10,534	11.3
Social science.....	73	48	61	46	52	32	527	.5
Natural science.....	328	371	402	377	329	219	3,371	3.6
Useful arts.....	166	165	186	156	172	143	1,728	1.8
Recreations and fine arts	202	222	247	218	193	188	2,385	2.5
Literature	797	973	939	833	753	650	8,594	9.2
Periodicals	111	123	134	116	102	77	1,281	1.3
Fiction	5,154	5,414	5,731	5,308	5,007	4,648	59,937	64.3
Total.....	8,310	9,069	9,588	8,589	8,013	6,977	93,151	100.0
Average daily circulation	308	378	369	330	297	279

DEPOSIT STATIONS.

Seven deposit stations, all but one conducted by volunteers, have been in operation during the year, as follows: Neighborhood House 468 N street southwest; Noel House, 1245 H street northeast; Rochefort House, 324 Virginia avenue southeast; Peck Chapel, Georgetown, 2726 M street northwest; Colored Social Settlement, 118 M street southwest; Rosedale Mission, 1627 H street northeast, and Recreation Center, No. 1, Western High School.

Extracts from the reports of the volunteer librarians in charge are here given. These reports, especially of such work as that done at Noel House, show the need for full-fledged branches.

NEIGHBORHOOD HOUSE STATION.

Miss Emily A. Spilman reports as follows on the work of the Neighborhood House station for the year:

During the year 1,787 volumes have been circulated and 81 readers' cards issued. The circulation is considerably less than last year and is due to many causes. The Neighborhood House residents believed that if the children were shut out on Monday evenings the "grown-ups" would use the library for reading and select their books for home use.

This change was made about December 1. The library was kept open Monday evenings for adults only, children being required to come Saturday afternoon. The plan was not a success. A few months' trial convinced us that the

old way was best. We now welcome, at any time, any who care to come, be they young or old. This few months' trial, however, seriously impaired the circulation, and, I am afraid, caused us to lose permanently some of our small readers.

On October 1 about 300 new books were placed on the shelves. This number included many duplicates of the favorite fairy tales and other books dear to the hearts of children. A number of good picture books were added to our collection and have proved most popular.

The library has been kept open three hours a week for six months for reading and the distribution of books, and for a couple of months an additional three hours for reading. This extra opening was provided for by one of the residents, Miss Campbell, who volunteered for this service. The other six months, from June to November, the library was open only an hour and one-half each week.

In the fall the shelving was moved from the small room into the large front room. This room is much more attractive than the old quarters and really looks like a library. Two extra burners were put in on the side of the room, between the windows, to furnish light for readers at the side tables. This is a great improvement.

The magazines still come to us from the Dead Letter Office, and the files from the main library.

Many readers have been transferred from the station to the "big library" during the year.

I am still in debt to the staff of the Public Library for much assistance. Miss Finney and Miss Buynitzky both helped me through part of the year. I have been regularly assisted on Monday evenings for several months by Miss Stalnacker, one of the employees at St. Elizabeth's Hospital. She has been exceptionally faithful.

NOEL HOUSE STATION.

Miss Eleanor C. Buynitzky furnishes the following report of the fine work that has been done at the Noel House station under some very discouraging conditions:

The deposit station at Noel House was reopened October 13, 1906, after having been closed for a month for want of a volunteer librarian. During July and August it had been open at irregular intervals, and no record was kept of the circulation. It was some time before the children not in the immediate neighborhood learned of the reopening, so that during October only 113 books were circulated. From that time on the number gradually increased until March, during which month the circulation reached 1,070. During the warm weather the attendance has kept up fairly well, the circulation for June being 673. The total circulation from October 13, 1906, to June 30, 1907, was 5,281.

The original collection of books sent from the main library contained about 250 books of fiction and 100 nonfiction. In December, 1906, about 100 volumes of fiction and 100 nonfiction were added, and in May, 1907, about 200 books were added, of which 130 were fiction and 70 nonfiction.

The total receipts from October 13, 1906, to June 30, 1907, including fines, lost books, etc., were \$6.96. The total number of registrations is 191.

On the whole, Noel House station has been successful during the past year, and its success was due to two causes: On the one hand the urgent demand for books from the people of the northeast, and on the other to the enthusiastic interest and faithful cooperation of the librarian and many of the employees of the Public Library and the directors of Noel House, Mr. and Mrs. Edward Gillan. I wish to express my sincere thanks and grateful appreciation to Miss M. E. Bubb, Mr. Edward Llufrío, Miss Margaret Elgin, and Miss Margaret Skinner, all members of the Public Library staff, for their kind assistance in this work.

Miss Bubb took charge of the library on Saturday afternoons and also came regularly every other Monday evening. The hours on Saturday are from 2 till 5, and when Miss Bubb received her appointment in the public library her duties at the main library prevented her being at Noel House in time to open the station. Miss Elgin then offered to help out, and besides going every other Monday evening went also every Saturday at 2 o'clock until she accepted an appointment which prevented her going on Saturdays. At this time Miss Skinner came to the rescue. She, however, was appointed to the main library

staff on July 1, so that now some other arrangement must be made for Saturdays.

Mr. Edward Llufrío volunteered his services early in the winter and has been helping every Monday evening. He also rendered some volunteer messenger service which proved most valuable, as he collected many books which otherwise would never have been returned. Children finding that their books are considerably overdue, are often afraid to return them. As a result library patrons and library books are lost. Messenger service is absolutely necessary for the proper management of a station like Noel House, and it would certainly pay the Public Library to furnish a messenger for the collecting of overdue books in station neighborhoods. With the increasing demand in the northeast the work of the stations there will soon assume such proportions that it will not be possible to get volunteers to do it.

During the busiest times in the winter about as many children as possible were accommodated in the one room, which is available for library use. There is urgent need for larger space. It would be desirable to have two rooms so that one might be used as a reading room. The library is open only two hours on Monday evenings, and as most of the children come within the hour from 6.30 to 7.30, the room usually becomes so crowded that three people are kept busy charging, discharging, attending to registration, and helping the children select their books.

It seems to be a difficult matter to get adults to come to the stations. Though the opening of the library was announced in the papers very few came to register. A good many, however, sent for books, having induced their children to lend them their cards. Some of the children were magnanimous enough to sacrifice their fiction card, while others, sad to relate, forced their parents to be contented with "green card" books.

In January the main library furnished us with some mimeographed copies of a list containing a selection from the newly added adult fiction and also a list of juvenile books. The children were very glad indeed to get the lists and carried them home to their parents. This proved quite successful, for though the adult circulation was only slightly increased, the parents came oftener in person, many taking out cards for themselves, thus leaving the children free to use their own cards.

ROCHEFORT HOUSE STATION.

Miss Sarah Ambler, librarian in charge of the Rochefort House station, submits the following report:

Rochefort House station was unavoidably closed from July to November, 1906, but since November it has been open each Monday evening from 6.30 to 8.

Early in January Rochefort House moved into larger quarters, where two rooms are available for the library, the library proper and a reading room, which is a much better arrangement. The order, which is a problem in branch libraries of this class, has been greatly improved since we have the two rooms. Those wishing to read go to the reading room, where they must keep quiet. The confusion incident to selecting and charging books and giving instruction relating to applications is in the library, which is not provided with many chairs nor invitations to visit while getting books, so that the social club element is lessened.

The new house is located at 324 Virginia avenue southeast, which is rather far for many of the children living in the neighborhood of the old house. Many of these children have not been using the library, but we expect some of them back now that school has closed. We are issuing new cards to both children and adults living in the immediate neighborhood.

We need new books for both children and adults. We have room to keep and care for them, and the ones we have have been read and appreciated, especially the fairy books.

While the statistics for the past year have not been as large as for the previous year, there is a better library spirit among the patrons, which is encouraging for the future.

The circulation for seven months the station was open was 544.

GEORGETOWN STATION.

Miss Mary D. Wightman reports as follows on the work of the Georgetown station:

During the year the Georgetown Station, at 2726 M street, has been open every Tuesday evening, except on Christmas and New Year days, from 7.30 to 9. Our tables of statistics show that we have circulated 2,261 books, registered 104 people, and taken in \$5.65 in fines, injured books, etc.

We are glad to report that the use of the library as a reading room is constantly increasing. We have chairs and tables for 30 people, with plenty of space for more accommodations should we deem them advisable. All the seats are frequently filled at once, and the order maintained shows a decided improvement over last year. Our few picture books have had constant and perhaps rather hard use, but they have suffered in a good cause.

The number of our adult borrowers has also increased, some bringing their cards from the main library, which is too far away from them for constant use. Others have been encouraged to transfer their cards from us to the main library where we have found that they could conveniently do so.

To meet the steady demand it is urgently recommended that several hundred additional books be added to our collection at as early a date as possible.

Miss Mary S. Sellers, of the Public Library staff, has helped regularly in the work.

COLORED SOCIAL SETTLEMENT STATION.

Mrs. Sarah C. Fernandis, resident worker of the Colored Social Settlement, reports as follows on the work of the library station which she has conducted during the last year:

"I should know," said a teacher of one of the neighborhood schools, "that there was a library near by from the new interest my children are taking in books. They are talking with each other about what they are reading and are asking me more questions about things."

A library near by is the significant fact back of the record of circulation of the Colored Social Settlement station for the year. The books have been brought within reach of a number who would otherwise have remained non-readers. The readers' list shows a much larger number of children than adults. This condition will no doubt continue until larger quarters for library and reading room are possible.

The regularly recurring line of children on library days through the year, shows how the library is settling into a neighborhood institution. Its growth and development will mean the growth and development of the neighborhood. We therefore hope the great need for more room may be met through some future philanthropy.

Substantial oak library furniture has been presented by the Young Men's Protective League, an association of young colored men of the city, rendering the little room neat and attractive. Part of the year's rent has been furnished by a club of the neighborhood.

The home circulation for the year was 2,421.

ROSEDALE STATION.

Miss Katharine M. Johnson, librarian of the Rosedale station, reports as follows:

Rosedale station was opened October 23, 1906, in the building occupied by the Rosedale Mission and Deaconess Settlement, 1627 H street northeast. A small Sunday school library had been outgrown and the station library supplied a long-felt need.

Over 300 books were supplied from the central library in the beginning, and recent additions make the number approximate 400. The station has circulated 2,262 books.

Owing to the different meetings and limited quarters of the mission, the library hours have varied. Saturday afternoon has been the one stationary

period, the library and reading room being open for an hour and one-half regularly on that day. During the winter a reading room was maintained in connection with the boys' and girls' industrial clubs. When clubs were not in session, the library was open once a week in addition to the Saturday afternoon period.

Like that of the other stations, Rosedale circulation has been largely juvenile. A number of adult registrations have been taken, but the parents prefer to select for their books and enjoy reading the children's books.

We have received occasional requests from the public school teachers for the ten-book privilege and continual demands from the school children for supplementary nonfiction. We hope to meet these demands during the coming year with a larger supply of nonfiction and the use of a printed catalog. Gratifying reports have been given from the neighboring schools as to the increased interest of the children in what and how to read, and we are grateful for the sympathy and cooperation of the teachers in the work of the library.

At the present time there are few overdue books. We have scrupulously enforced the collection of fines, believing that we gain additional respect for the library in this way.

I wish to thank the members of the main library staff for their assistance. Miss Brower has shared in the work of the station. Miss Williams assisted regularly for several months. Miss Moore and other members of the staff gave volunteer service when needed.

RECREATION CENTER NO. 1.

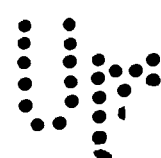
This deposit station, housed in the library room of the Western High School, is the only one conducted by paid assistants. The Public Library is furnishing the books for the station, but the local Playgrounds Association furnishes the service. Miss Eleanor Buynitzky, formerly in the children's department of the library, was employed by the association as librarian, and later Miss Margaret Elgin was secured as an assistant. Miss Buynitzky reports as follows:

A new station was opened on April 11 at Recreation Center No. 1. In the Western High School building in Georgetown. Up to July 1 this station was open 35 evenings, every Tuesday, Thursday, and Saturday from 7 to 9.30 p. During this time there were 187 registrations, and the total number of books issued was 1,786, an average of 51 books each time. As at the main library each borrower is permitted to take two books at a time, one fiction and one nonfiction, and as there are at present very few works of nonfiction in the collection, and as there is a considerable demand for them, the circulation will certainly be increased as soon as more nonfiction is available. The first lot of books contained only 210 in all, comprising fiction, adult and juvenile, and some juvenile nonfiction. Many children in the neighborhood have already exhausted the supply of books suitable to their age and have temporarily stopped using their cards.

About 125 new books have been bought and will be ready for circulation on July 2. It is desirable to order books in rather small lots, say from 100 to 150, and order oftener rather than order a large number in the beginning, because it will be easier to keep in touch with the wants and needs of the library users and also to avoid ordering books that will lumber the shelves.

At present there is a decided lack of books in proportion to the demand on the part of second and third grade children, boys and girls who have outgrown the picture book and have no one at home to read to them because everyone is "too busy," and who want "easy" books that they can themselves read. There is also a slowly but steadily increasing demand for good adult fiction—not trash. There has been as yet no loud cry for Augusta Evans Wilson or even for McCutcheon, and there have been surprisingly few calls for that usually popular class of books with startlingly sensational titles and unknown authors. Ralph Connor, Charlotte Brontë, and Jane Austen are among the authors asked for oftener. Of course there is some demand for trash, but comparatively little, and with such encouragement from the people of the neighborhood the library has every reason to hope that the standard may be kept up.

More advertising through the newspapers is necessary, as many parents think the library is only for children. Those people who do know about it are ve



Public Library District of Columbia, 1907.

LECTURE HALL, SECOND FLOOR.

much interested, and the adult attendance will undoubtedly increase when more people learn of the existence of the station and learn also that the collection is not limited to juvenile books.

The books are located in the very attractive library of the Western High School. The room contains 4 large tables and about 36 very comfortable chairs, all of which are occupied for at least a portion of each library evening. The school reference books are at the disposal of the older children, and during the school term they were in frequent use.

In order to keep proper discipline in the room, so that readers would not be disturbed by the noise and confusion caused by children selecting their books and having them exchanged, an extra assistant was engaged. The mechanical part of the work was as much as one person could attend to during the busy time.

After the first rush of the opening months, and when things had begun to run smoothly, we started a story hour for little children, held every Saturday evening whenever the time can be given to it. Two reading clubs for boys and girls, one about the eighth grade and the other about the sixth grade, each hold meetings twice a month. These and the story hour will be continued next winter if the work does not become too heavy.

LECTURE-HALL AND STUDY-ROOM USE.

The following is a detailed record of organizations holding public meetings in the library's lecture hall, the speakers, their subjects, and (in most cases) the record of attendance:

Date.	Organization.	Lecturer.	Subject.	Attendance.
1906.				
Oct. 17	District of Columbia Library Association.	150
Nov. 2	Board of Education	J. H. Gore	Holland and her Queen.....	206
Nov. 8	High School Teachers' Association. ^a
Nov. 16	Board of Education	B. Buckley	Yellowstone National Park ..	467
Nov. 21	District of Columbia Library Association (children's room.)	60
Nov. 22	High School Teachers' Association. ^a
Dec. 3do
Dec. 7	Board of Education	C. W. Needham	Educational methods and the teacher.	78
Dec. 11	Audubon Society	J. E. Tyler.....	Nature studies with a camera.	225
Dec. 12	District of Columbia Library Association.	W. C. Lane	Harvard University Library..	100
Dec. 21	Board of Education	H. W. Wiley.....	What the pure food and drug law will do for the people of the District of Columbia.	64
1907.				
Jan. 3	The World Travel Club.....	Mrs. M. Landon Reed.	Cruising in the Mediterranean	300
Jan. 4	Board of Education	Dr. T. W. Vaughan...	Physiographic features of Cuba.	274
Jan. 9	District of Columbia Library Association (children's room).	50
Jan. 17	Gesellig Literarischer Verein.	Rev. Julius Hofmann	Goethe's "Faust"	207
Jan. 24	California Society	Woodworth Clum	California	416
Jan. 25	Board of Education	A. J. Osgood.....	How 400,000,000 Chinese earn a living.	208
Jan. 30	Game and Fish Protective Association.	J. W. Titcomb.....	Fish and game propagation and protection.	68
Feb. 1	Board of Education.....	A. L. Davidson.....	Switzerland	187
Feb. 8do.....	Woodworth Clum	Panama	415
Feb. 9	League of American Pen Women.	Mrs. Harriett H. Finck	Yellowstone National Park ..	211
Feb. 13	District of Columbia Library Association (children's room).	Dr. R. S. Woodward..	Carnegie Institution of Washington.	75
Feb. 14	Civic Center, annual meeting.	84
Feb. 15	Board of Education.....	L. O. Howard.....	Some points of interest connected with the study of insects.	207
Feb. 19	National Society of the Fine Arts.	Dr. G. L. Raymond...	Fine arts in relation to general culture.	183
Feb. 22	Board of Education.....	H. Oberholser	Picturesque Lake George.....	297

^aAfternoon.

Date.	Organization.	Lecturer.	Subject.
1907.			
Feb. 23	District of Columbia Federa- tion of Women's Clubs.	Mrs. George Small- wood.	Patriotic instruction
Feb. 27	Game and Fish Protective Association.	George Shiras	Snap shots of wild animals...
Mar. 1	Board of Education.....	Miss S. B. Sipe.....	School gardening
Mar. 5	National Society of the Fine Arts.	P. F. Gerry	Preservation of Rock Creek Valley for park purposes.
Mar. 8	Board of Education.....	E. D. Wilcox	Ranching in the Rocky Moun- tains.
Mar. 11	Association of American Government Accountants.	N. E. Webster	Cost keeping
Mar. 13	District of Columbia Library Association.	John Barrett	International Bureau of the American Republics.
Mar. 15	Board of Education.....	H. H. Barrol.....	Comparison of the oriental races.
Mar. 19	Excelsior Literary Club ^a
Mar. 19	National Society of the Fine Arts.	Miss Leila Mechlin...	American sculpture.....
Mar. 22	Board of Education.....	Wm. Hamilton	In Alaskan waters.....
Mar. 25	Association of American Government Accountants.	B. F. Harrah.....	Law of evidence applied to Government accounts.
Mar. 27	Game and Fish Protective Association.	Dr. Barton W. Ever- mann.	The Roosevelt trout and other golden trout of the southern high Sierras.
Mar. 30	District of Columbia Fed- eration of Women's Clubs.	J. E. Lathrop.....	The city beautiful.....
Apr. 2	National Society of the Fine Arts.	Glenn Brown.....	Development of Washington City.
Apr. 5	Board of Education.....	Dr. Barton W. Ever- mann.	Golden trout of southern Cali- fornia.
Apr. 8	Association of American Government Accountants.	S. R. Jacobs	Assembling disbursing offi- cers' checks and vouchers.
Apr. 12	Board of Education.....	J. L. Ewell	New Germany.....
Apr. 16	National Society of the Fine Arts.	E. C. Messer.....	The portrait painters.....
Apr. 17	District of Columbia Library Association.	
Apr. 18	People's Church	Dr. T. E. Will	Saving the forests
Apr. 19	Board of Education.....	W. E. De Riemer.....	A visit to the island of Malta.
Apr. 22	Association of American Government Accountants.	W. H. Thompson.....	Statutory construction
Apr. 26	Board of Education.....	D. W. Skellinger	Down in a coal mine.....
Apr. 27	District of Columbia Fed- eration of Women's Clubs.	Dr. Wm. E. Chancellor	The public school system of the District.
Apr. 30	National Society of the Fine Arts.	Mrs. W. H. Holmes...	The great styles of furniture.
May 3	Board of Education.....	George Forbes.....	John Paul Jones.....
May 9	Automatic Piano Players
May 10	Board of Education	H. M. Smith.....	Japan
May 16	High School Teachers' As- sociation. ^a	
May 20	Association of American Government Accountants.	H. C. Lewis	Treasury bookkeeping
May 25	District of Columbia Federa- tion of Women's Clubs.	Mrs. Elmer Wiber	The making of Americans....
June 3	Washington Esperanto Soci- ety.	
June 4	High School Teachers' Asso- ciation. ^a	
June 6do

^a Afternoon.

STUDY-ROOM USE.

The following is a list of the organizations meeting in the study room, in-
ing the number of meetings held :

Association of Settlement Workers of Washington
Civic Center Council
District of Columbia Federation of Women's Clubs
Elghth Grade Teachers' Association
High School Teachers' Association
League of American Pen Women
Legion of Loyal Women
New York State Library School Alumni
Sociological Section, Twentieth Century Club
Women's National Press Association

Total.....

BOOK ORDER DEPARTMENT.

Miss Mary S. Sellers, chief of the book order department, reports as follows:

The total number of books accessioned during the year was 13,064. These were acquired as follows: by purchase, 10,656, by gift, 2,145, and by binding periodicals, 263. The actual amount of money spent was \$11,721.86; from appropriation, \$7,499.99; desk fund, \$4,085.20; Woman's Anthropological Society fund, \$12; and by exchange, \$124.67. While the appropriation by Congress was \$2,500 more than the previous year, the desk fund had been so reduced in 1906 that the amount expended from that fund was \$4,396.31 less than last year.

The scheme for the substitution of the order cards for the accession book continued a success and various libraries wrote to inquire and then adopted it. A "process slip" bearing the date and initial of each assistant working with the book from its accessioning to its shelving was carefully thought out, and has been in use since January, 1907. This was, unfortunately, necessary since books were held up and it was impossible to trace the person responsible. The slip, held in place by a very little paste on first recto, remains in the book until shelved, when it is returned to the head cataloguer, who keeps it for statistics. Among other entries the process slip carries the price and class number, enabling us to arrive at the cost of the various classes added.

The "always out" slips continued to pour in and the results of the excellent work of the assistant in charge of them goes to show that while primarily the object was to please the readers in securing for them the books asked for many times, the greatest benefit was felt by the library. The fact that a book is reported as "always out" means that something is wrong. Either the call number is not right, the book is out of place, is worn out, or the circulation shows that it really is "always out" and therefore needs to be duplicated.

The fiction shelves not having been revised for two years, special attention and a goodly sum was spent this year on standard works. Taking the Newark list as guide, many volumes were found to be worn out. All possible replacements were ordered in the Chivers binding.

Our first venture with the books of the London Times Book Club was more than satisfactory. Orders were sent direct and promptly filled.

INSTITUTIONS RECEIVING DISCARDED MATERIAL.

Discarded books and magazines were sent to local charitable institutions. The record is given in the following table:

	Books.	Magazines.
Columbia Hospital for Women	285	300
Emergency Hospital.....	124	340
Fire department	193	175
Florence Crittenton Hope and Help Mission	609
Freedmen's Hospital.....	594
Garfield Memorial Hospital.....	300
Georgetown University Hospital	291	30
German Orphan Asylum.....	100
Industrial Home School	277
Juvenile court	116
Municipal Lodging House	217	66
National Association for Relief of Destitute Colored Women and Children.....	500	75
Providence Hospital	450
Reform School for Boys.....	526
Reform School for Girls.....	170
Salvation Army (no record kept).....
Washington Asylum.....	450	300
Washington Home for Incurables	300
Working Boys' Home and Children's Aid Association.....	250	175
Total.....	4,702	2,511

CATALOGUE DEPARTMENT.

Miss Emily A. Spilman served as head cataloguer until her resignation from the staff on April 30, when she was succeeded by Miss

Julia H. Laskey. The following report of the work of the catalog department is made up of extracts from the reports submitted by Misses Spilman and Laskey:

During the fiscal year 12,539 volumes have been classified and catalogued, 28,010 cards filed in the official and public catalogues. Cards written for shelf list are not included in this number. The following table gives by month the record of volumes shelved and catalogued and the number of cards added to the official catalogue:

From the Library of Congress 60,022 cards were received and have been filed in the depository catalogue. The cooperative cataloguing with the Library of Congress has been continued, copy for 246 titles having been supplied during the year.

From July to September, 1906, a great deal of time was spent searching for missing inventory books. The count of last year's inventory was thus reduced from 3,226 to 2,103 volumes. These include 327 juvenile books, 1,399 adult books, 5 reference, and 372 books of other classes.

The inventory of 1906 was the first complete one taken in eight years, and the result obtained in the present one of 1907 has fully proved the utility of an annual inventory. Much less time has been consumed in reading the shelves, fewer mistakes have been found, and missing books have been more easily traced. The total number of missing books is 2,001. They are scattered through the various classes as follows: A, 6; B, 7; C, 1; D, 1; E, 17; F, 83; G, 1; H, 7; I, 18; J, 12; K, 6; L, 8; M, 6; N, 0; O, 0; P, 3; Q, 19; R, 27; S, 1; T, 2; U, 3; V, 20; W, 20; X, 13; Y, 105; Z, 38; reference, 32; fiction, 1,111; juvenile-classed, 184; juvenile fiction, 257. Experience has shown that the figures in all these classes will be reduced. It should be said that in the case of reference books the figures include books lost from the teachers' library during the period when it was without supervision.

With the growth of the library during the past year the work of the catalog department, with its relatively small force, has greatly increased, and in order to make fully available all our material it would be advisable that each assistant be trained as far as practicable in all the different branches of the work, thus avoiding delay in the work occasioned by absence or other causes. We would also wish as "interpreters of the library" to come more in touch with the public and to make the card catalogue as practical and simple as possible. To do this successfully a regular system of cooperation with the reference, information, and useful arts departments will be necessary. The plan suggested is to have an itemized list of suggestions and criticisms handed daily to the head cataloguer. The information thus furnished should cover subject-matter frequently called for and not found under our headings; books asked for by title and not so entered, inaccuracies in the catalogue, etc. This method would greatly assist in making the wants of the public known and help us in our work of revising and enlarging our present subject headings. We have anticipated the new L. A. list and have found it necessary to modify and change old headings and to create many new ones in order to keep abreast with the literary and scientific world. A revision of many of the main entries has also been planned, but as this work will consume much time it will necessarily be accomplished slowly.

In view of the general dissatisfaction caused by the long author marks used in the shelf list, there is pressing need for a change in the existing system. The present close classification renders them, in a great measure, needless; the public are mystified and annoyed, and much valuable time is lost in transcribing them. During the various processes in handling a book before it is ready for the shelves

the call number must be written at least six times, irrespective of being copied on all the catalogue cards belonging to a given book. The shelf lister must decide between the use of three figures and a title letter in every case, or she may use her common sense and shorten the author mark wherever it seems practicable, as it does in the following cases: (1) Where a close classification limits the possible number of books in a class, as is the case in the classes from A to D; (2) where the nature of the subject itself precludes the possibility of a great many books being written upon it, as is the case in many of the subjects in X and Z; (3) in Washingtoniana (i. e., Washington, D. C.), where the use of the mark (+) distinguishes these books sufficiently. A three-figure author mark and a title letter are necessary in such full classes as E, F, G, and Y. Here a short class mark compensates for the added difficulty. It is better to use the long author mark when the book is upon such growing subjects as electricity or one of the mechanical arts. The use of the four figures to denote a joint author is arbitrary. It may be used where we already have an entry under one of the authors, but it seems unnecessary to provide for it. Want of time will prevent any general revision of the shelf list, but in the future, wherever practicable, shorter numbers will be invariably assigned.

Beginning January 1, 1907, a "process slip" has been used in each volume. This slip is designed to check every process in the work, from the accession to the shelves. It is dated and initialed by each person who handles the book. If a book is held up the slip shows at what point this occurs. The responsibility is placed and more careful work insured. The process slip is also a record of the number and cost of all books in each class acquired by the library during the month. In this way the catalogue department will be able to furnish a monthly statement as to growth of the library in any given class, the amount of money expended on it, and also the number of gifts.

The opening of the new children's room in the basement will necessitate a separate catalogue being made for their use. The total number of juvenile books at present amounts to over 9,000 volumes, and in order to minimize the work of recataloguing, the plan has been devised of withdrawing all the juvenile cards from the public catalogue and transferring them to the children's room catalogue. In the case of titles being represented both in the adult and juvenile departments, Library of Congress cards have been secured, and, where this has been impossible, the cards have been rewritten. In this way much time has been saved and the catalogue will be ready for use at the opening of the new room. This work has for the most part been done by the children's room staff.

THE BINDERY DEPARTMENT.

Mr. Miltenberger N. Smull, in charge of binding and repair work, reports as follows:

The Congressional binding appropriation of \$3,000 for the past fiscal year was expended as follows: \$147.09 for services rendered from July to September by two people in the repair room, \$1.60 for book cloth, \$2 for paste, and \$2,849.28 for binding 5,391 books and repairing 4,697 books by the binding contractor, thus making a total expenditure of \$2,999.97.

Since last year's report there has been a great step forward in the work done in the bindery. It is believed that the present work is surpassed by that of few libraries, if any, in durability, cheapness, swiftness, and finish—facts which have been commented upon especially by visiting librarians. The binding is still done in our own bindery and by contract. Mr. Gilbert D. Emerson, of Philadelphia, who has made a reputation by the binding he has done for the Free Library of Philadelphia, the Newark Public Library, and the Carnegie Library of Pittsburg, was successful in securing the contract, and has done the library's binding with great satisfaction to the library. He employs local work people exclusively. Our own repair room, conducted last year by direct employment, was closed, as it was found to be more economical to give the simplest repair work, such as mending torn pages, pasting in plates, etc., to boys in the check room and to send the more difficult work into the bindery.

The experience gained by two years of experiments in bookbinding has caused new styles and methods of binding to be adopted. Some of these changes are: Binding all books in leather and not in buckram, as formerly; guarding the last and first sections of books, also plates, instead of overcasting

(whipstitching) them ; replacing the "lacing-in" process for a stronger method of fastening books into their covers, and using a patent overcast sewing which does not allow books to open between sections. These new methods together with others, have reduced the amount of repair work more than per cent.

The pay fiction is now bound as soon as the books show the first signs of wear the binding being paid for from the desk fund, and the books are then circulated enough times to pay for their original cost and the rebinding. From May to June there were bound 186 of these books at a cost of \$75. This makes the total number of books bound during the year 5,577, and the total expenditure \$2,924.28.

During the coming year I recommend that those in charge of sending books to the bindery come in contact with the public as much as possible, since it is through this contact only that it can be learned what books should take precedence in binding, and also to learn what is the criticism of the binding by the public.

The following shows in detail the binding done during the year, including the amount paid for from the desk fund :

	Volumes.	Cost.
Books in half cow, paper sides	186	\$ 75
Books in half cow, paper sides (better binding).....	80	
Books in cow backs, paper sides, parchment tips.....	285	
Books in half cow, cloth sides	4,581	1,924.28
Books in half cow, cloth sides (better binding)	170	112.50
Books in half morocco, paper sides	83	
Books in half morocco, cloth sides	88	
Books in full cloth.....	2	
Books in full buckram.....	15	
Newspapers in duck backs, paper sides, parchment tips	51	15.30
Books in half cow, cloth sides (pay fiction, binding paid for from desk fund).....	186	
Total.....	5,577	2,052.08
Books repaired.....	4,697	2,924.28
Total expenditure		2,924.28

PERIODICALS DIVISION.

Miss Katherine K. Patten reports as follows on the current periodicals of which she has charge :

The periodicals division has grown so much in the past year that it was given more space in the reference room, where the magazines are in use. The library receives 395 different magazines. Not all of these can be on file in the reference room, owing to lack of space, but readers can get those that are not on shelves on request.

The technical list was largely increased this year. The majority of the periodicals are in constant use, some of the readers knowing the exact date at which their favorite magazine is due at the library.

The plan of keeping extra copies of the popular magazines on file for reference when the late ones have been withdrawn from circulation and while the regular sets are being bound has proved invaluable. These are used a great deal both in the reference room and for circulation. The privilege of taking home a magazine three or four months old when a special article is wanted is much appreciated by borrowers.

An extra copy each of Scientific American and Supplement and Collier's is taken this year for the children's room. Their use by the children does not warrant subscribing for them another year. Extra copies also of the Saturday Evening Post and Munsey's are taken for supplementary use in the reference room. The demand, however, does not necessitate taking them another year.

The following is a list of magazines regularly received as gifts:

Technical periodicals purchased from the Henry Pastor memorial fund.

Amateur Work.	Forestry and Irrigation.
American Architect.	Foundry.
American Machinist.	Horseless Age.
American Medicine.	Ice and Refrigeration.
American Printer.	Inland Printer.
Architecture.	Iron Age.
Brickbuilder.	Machinery.
Cassier's Magazine.	Marine Review.
Cement and Engineering News.	Metal Industry.
Electric Club Journal.	Municipal Engineering.
Electrical Age.	Power.
Electrical World and Engineer.	Printing Art.
Engineering and Mining Journal.	Railroad Gazette.
Engineering Magazine.	Railway Age.
Engineering News.	Scientific American and Supplement.
Engineering Record.	Street Railway Journal.
Everyday Housekeeping.	Western Electrician.

Periodicals purchased from the Woman's Anthropological Society fund.

American Anthropologist.	Folk Lore.
American Antiquarian and Oriental Journal.	Journal of American Folk Lore.
American Journal of Psychology.	Mind.
	Records of the Past.

Other periodicals regularly received as gifts.

American Annals of the Deaf, Dr. E. A. Fay.	Courier (Davos), publisher.
American Blacksmith, publisher.	Congressional Record, Hon J. H. Gallinger.
American Bottler, publisher.	Cyclist's Touring Club Gazette, Mr. G. F. Bowerman.
American Federationist, publisher.	Evening Star, publisher.
American Gas Light Journal, publisher.	Florence Crittenton Magazine, publisher.
American Poultry Advocate, publisher.	Georgetown College Journal, publisher.
American Shoemaking, publisher.	Government Accountant, publisher.
American Telephone Journal, publisher.	Greenroom Glimpses, publisher.
Annals of the American Academy of Political and Social Science, Mr. R. H. Thayer.	Helas, publisher.
Association Review, publisher.	Herald of the Cross, publisher.
Association of Collegiate Alumnae Publications, Mr. G. F. Bowerman.	Herald of the Golden Age, publisher.
Art Bulletin, Mr. G. F. Bowerman.	Holy Cross Magazine, publisher.
Billboard, publisher.	Hospital Messenger, publisher.
Boston Alaskan, publisher.	Jamestown Bulletin, publisher.
Boston Ideas, publisher.	Jeweler's Circular, publisher.
Brewers Journal, publisher.	Journal of the American Medical Association, Mr. J. A. Saul.
Bulletin of Bibliography, publisher.	Liberia, publisher.
Caterer, publisher.	Library Work, publisher.
Cathedral Chimes, Rev. G. C. F. Bratenahl.	Machinists' Monthly Journal, publisher.
Catholic Book News, publisher.	Macmillan's Magazine, publisher.
Century Path, Miss Corbin.	Marine Journal, publisher.
Christian Cynosure, publisher.	Metal Worker, publisher.
Christian Register, publisher.	Mission Bulletin, publisher.
Christian Science Journal, publisher.	Motor Talk, publisher.
Christian Science Sentinel, publisher.	Motor Way, publisher.
Clothier and Furnisher, publisher.	Museum of Fine Arts Bulletin, publisher.
Commercial Poultry, publisher.	National Engineer, publisher.
Concrete, publisher.	National Hibernian, publisher.
	National Printer-Journalist, publisher.
	Navy, publisher.

New Church Review, publisher.
 New York Maritime Register, deposited
 by Mr. G. F. Ormsby.
 New York State Department of Labor
 Bulletin.
 New Shakespeareana, donor unknown.
 Pathfinder, publisher.
 Pitman's Journal, publisher.
 Postal Information, publisher.
 Postal Progress, publisher.
 Postal Record, publisher.
 Protest, publisher.
 Sample Case, publisher.
 Shorthand Writer, publisher.
 Simplified Spelling Board Circulars,
 publisher.
 Single Tax Review, publisher.
 Southern Commercial, publisher.
 Southern Printer, publisher.
 Theosophical Quarterly, publisher.
 Typographical Journal, publisher.
 United States Army List and Direc-
 tory, War Department.
 United States Bureau of the Census
 Bulletin, Census Office.
 United States Bureau of Labor Bul-
 letin, Labor Bureau.
 United States Bureau of Standards
 Bulletin, Bureau of Standards.
 United States Crop Reporter, Depart-
 ment of Agriculture.

United States Consular Reports, c
 and monthly, Department of C
 merce and Labor.
 United States Diplomatic List, Dep
 ment of State.
 United States Monthly Bulletin of
 International Bureau of Amer
 Republics, Bureau of American
 publics.
 United States Monthly Summary
 Commerce and Finance, Depart
 of Commerce and Labor.
 United States Monthly Weather
 view, Weather Bureau.
 United States Official Patent Office
 zette, Patent Office.
 United States Public Documents C
 logue, Superintendent of Docume
 University Courier, publisher.
 Van Norden Magazine, publisher.
 Washington Herald, publisher.
 Washington News Letter, publisher.
 Washington Post, publisher.
 Washington Times, publisher.
 Water and Gas Review, publisher.
 Weekly People, publisher.
 What's in the Magazines, Mr. G
 Bowerman.

Libraries regularly sending bulletins.

Boston, Mass., Public Library.
 Brockton, Mass., Public Library.
 Brooklyn, N. Y., Pratt Institute Free
 Library.
 Brooklyn, N. Y., Public Library.
 California State Library.
 Cambridge, Mass., Public Library.
 Carlisle, Pa., J. Herman Bosler Memo-
 rial Library.
 Cleveland, Ohio, Public Library.
 Denver, Colo., Public Library.
 Grand Rapids, Mich., Public Library.
 Haverhill, Mass., Public Library.
 Helena, Mont., Public Library.
 Holyoke, Mass., Public Library.
 Iowa Masonic Library, Cedar Rapids.
 Jersey City Free Public Library.
 Minnesota Public Library Commission.
 New Bedford, Mass., Free Public Li-
 brary.
 New Haven, Conn., Free Public Li-
 brary.
 New York Public Library.
 New York State Library.

Norwich, Conn., Otis and Peck li
 ries.
 Omaha, Nebr., Public Library.
 Peabody, Mass., Peabody Institute
 brary.
 Pittsburg, Pa., Carnegie Library.
 Portland, Oreg., Library Associatio
 Providence, R. I., Public Library.
 Rockford, Ill., Public Library.
 St. Joseph, Mo., Free Public Librar
 St. Louis, Mo., Public Library.
 Salem, Mass., Public Library.
 San Francisco Public Library.
 Scranton, Pa., Public Library.
 Seattle, Wash., Public Library.
 Springfield, Mass., City Library.
 Waterbury, Conn., Silas Bronson
 brary.
 Wilkesbarre, Pa., Osterhout Free
 brary.
 Wilmington, Del., Institute Free
 brary.
 Wisconsin Free Library Commissio

List of railway and steamship companies sending summer-resort material

Atchison, Topeka and Santa Fe Rail-
 way.
 Baltimore and Ohio Railroad.
 Bangor and Aroostook Railroad Co.
 Chicago, Burlington and Quincy Rail-
 way.

Chicago Great Western.
 Chicago, Milwaukee and St. Paul R
 way.
 Chicago and Northwestern Railway
 Cleveland, Cincinnati, Chicago and
 Louis Railroad.

Colorado and Southern Railway Co.
Consolidated Steamship Lines.
Thomas Cook & Son.
Cunard Steamship Co.
Delaware and Hudson Co.
Delaware, Lackawanna and Western Railroad.
Dominion Atlantic Co.
Eastern Steamship Co.
Erie Railroad Co.
Grand Rapids and Indiana Railway.
Grand Trunk Railway System.
Great Northern Railway.
Hamburg-American Line.
Holland-American Line.
Inland Empire System.
Intercolonial Railway of Canada.
Lake Shore and Michigan Southern Railroad Co.
Lehigh Valley Railroad.
Louisville and Nashville Railroad.
Maine Central Railroad.
Merchants and Miners' Transportation Co.
Michigan Central Railroad.
Missouri Pacific Railway Co.

Muskoka Lakes Navigation and Hotel Co.
New Brunswick Tourist Association.
New York Central Line.
New York, New Haven and Hartford Railroad.
New York, Ontario and Western Railroad.
North German Lloyd Steamship Co.
Northern Pacific Railway Co.
Oregon Short Line Railroad Co.
Pennsylvania Railroad Co.
Pere Marquette Railroad Co.
Philadelphia and Reading Railway Co.
Quebec and Lake St. John Railway.
Raymond & Whitcomb Co.
Richelleu and Ontario Navigation Co.
St. Louis and San Francisco Railroad.
Scandinavian-American Line.
Seaboard Air Line Railway.
Southern Railway Co.
Union Pacific Railroad Co.
Wabash Railroad.
White Pass and Yukon Route.
White Star Line.

Miscellaneous gifts, 1906-7.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Acorn, G. W.....	3			
Alfred University, Alfred, N. Y.....		2		
American Bar Association, Baltimore	10		1	
American Federation of Labor			1	
American Institute of Social Service, New York.....			1	
American National Red Cross.....			1	
American Philosophical Society, Philadelphia.....	1			
American Society of Mechanical Engineers, New York	1			
American Unitarian Association, Boston	9			
Anderson, John R., New York.....			2	
Andover Theological Seminary Library, Andover, Mass.....			1	
Anthony, C. L., Rochelle, Ill.....	1			
Armstrong, G. B., Chicago.....	1			
Art Metal Construction Co., Jamestown, N. Y	1			
Art Students' League of New York			1	
Associated Charities.....			1	
Association of American Physicians, Philadelphia.....	1			
Atlas Portland Cement Co., New York.....	1			
Auerbach, Joseph.....	10			
Automobile Supply Co., Chicago.....			1	
Ayer, J. E., Seattle, Wash.....	1			
Babbitt, Miss G. E.....			1	12
Babcock, Hon. J. W.....		2	2	
Badger, Richard, Boston.....	6			
Bailey, Banks & Biddle Co., Philadelphia.....	1		1	
Bainbridge, Dr. W. S., New York.....			4	
Baker & Taylor Co., New York	1			
Balch, T. W., Philadelphia.....	1			
Baltimore, Md., Burnt District Commission			1	
Baltimore, Md., Enoch Pratt Free Library			13	
Barnes, W. S., jr., Bath, N. Y	1			
Bassett, C. F.....	7	4		
Belleville, Ill., Public Library.....			1	
Berry, Miss K. V.....	5			
Berry, Miss N.....	3			
Beveridge, Hon. A. J			1	
Binghampton, N. Y., Public Library ^a				
Birmingham, England, Free Libraries			1	
Black, H. C.....	65			
Blommers, Miss Henriette	2	1		
Bobbs-Merrill Co., Indianapolis, Ind. ^b	9			
Bolivia, Legacion de, Washington, D. C.....			2	
Bolivia, Minister of Justice and Public Instruction.....		1		
Booraem, J. V. V., Brooklyn, N. Y.....	1			

^a One newspaper clipping.

^b Contributed pictures to Christmas exhibition.

Miscellaneous gifts, 1906-7—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals
Boston Athenæum			1	
Boston Museum of Fine Arts		1		
Boston Public Library		2		
Bowdoin College, Brunswick, Me.		1	1	
Bowerman, George F.	1	1	16	
Boynton, Mrs. A. C.			3	
Braddock, Pa., Carnegie Free Library			2	
Bradford, Miss Faith	32	2		
Bradford, Pa., Carnegie Public Library			1	
Bradley Polytechnic Institute, Peoria, Ill			1	
Bridgeport, Conn., Public Library			1	
British and Foreign Anti-Slavery Society			1	
Brockton, Mass., Public Library			1	
Brooklyn Institute of Arts and Sciences			3	
Brooklyn, Pratt Institute Free Library			2	
Brooklyn Public Library		1	3	
Brown, P. R.	3			
Brown University, Providence, R. I.	1			
Brown & Sharpe Manufacturing Co., Providence, R. I.	1			
Browne, Mrs. S. C., Oakland, Cal.	3			
Bryn Mawr College, Pennsylvania		1		
Buchanan, Roberdeau	1			
Burlington, Iowa, Free Public Library			1	
Burnett, Mrs. S. U.				
Butler, W. H.	14	6		
California State Library			1	
California University, Berkeley			1	
Canada, Archivist of		1		
Canada, Census and Statistics Office	2			
Canada, Interior Department ^a	1			
Canada, Superintendent of Immigration		1		
Carnegie, Andrew, New York			1	
Carnegie Foundation for the Advancement of Teaching, New York			3	
Carnegie Institution of Washington		1		
Cassell & Co., New York	6			
Castle, Dr. Frederick, Lowell, Ind.		1		
Cedar Rapids, Iowa, Free Public Library			1	
Central Conference of American Rabbis, New York			1	
Century Co., New York ^b				
Chandler, W. E., Concord, N. H.			1	
Chartier-Spencer Publishing Co., New Orleans	1			
Chicago, Bureau of Statistics and Municipal Library		1	2	
Chicago, John Crerar Library			1	
Chicago, Newberry Library			1	
Chicago Public Library			7	
Chicago University			2	
Chicago University Press		1		
Chilton, C. B., New York			1	
Christian Science Literature Distribution Committee	20			
Church Kalendar Co., New York		1		
Clark, Dr. A. Howard		2		
Cleveland Public Library		1	1	
Clews, Henry, New York			1	
Cole, T. L.				1
Colorado College, Colorado Springs	1	1		
Colorado Board of Health	1			
Colorado University, Boulder		1		
Colored Social Settlement			1	
Columbia Historical Society	1			
Columbia Hospital for Women	1			
Columbia University, New York	1	1		
Columbus, Ohio, Public School Library			1	
Commons, Prof. J. R., University of Wisconsin			1	
Connecticut Bureau of Labor Statistics	2			
Connecticut Board of Education, Hartford			1	
Cornell University, Ithaca, N. Y.		2	2	
Cornell University Library, Ithaca, N. Y.			1	
Cosmos Club	1		1	
Costa Rica, Instituto Fisico-Geografico		1		
Council Bluffs, Iowa, Free Public Library			1	
Cowner, Mrs. F. H.	9			
Crimmins, J. D., New York	1			
Crosland, D. F.	1			
Crowell, T. Y., & Co., New York	20			
Danvers, Mass., Peabody Institute			1	
Davenport, Iowa, Public Library			1	
Davenport & Banks, Bridgeport, Conn.			1	
Davos Public Interests Association, Davos-Platz, Switzerland ..	2			
Dayton, Ohio, Public Library			1	
Delaware Library Commission			1	

^a1 portfolio.^b Contributed pictures to Christmas exhibition.

Miscellaneous gifts, 1906-7—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Detroit, Mich., Public Library.....			1	
Dickinson College, Carlisle, Pa.....		1		
District of Columbia Auditor.....			1	
District of Columbia Bar Association.....			1	
District of Columbia Commissioners.....	4	3		
District of Columbia Insurance Department.....	2			
District of Columbia Metropolitan Police Department.....	1			
District of Columbia Teachers' Library.....		1		
Ditson, Oliver, Co., Boston ^{a b}	34			
Dodd, Mead & Co., New York.....	6			
Dorsey, Miss E. L.....	1	2		
Doubleday, Page & Co., New York ^b	5			
Dubuque, Iowa, Carnegie-Stout Free Public Library.....			1	
Duffield & Co., New York ^b	15			
Duluth, Minn., Public Library.....			1	
Duquesne, Pa., Carnegie Free Library.....			1	
East Orange, N. J., Free Public Library.....			1	
Erck, Miss C.....	9			
Estes, Dana & Co., Boston.....	19			
Evanston, Ill., Free Public Library.....			2	
Evening Star Newspaper Co. ^c	271	18	7	
Evermay Club.....			1	
Ewin, J. L.....		1	1	
Federation of American Zionists, New York.....			4	
Flower, Hon. F. A.....	13	2	1	
Forrest, Mrs. D. F.....	1			
Fowler, S. G.....			2	
Funk & Wagnalls Co., New York ^b	7			
Gallinger, Hon. J. H.....	11			
Gardner, Mrs. F.....		1		
Garges, D. E.....	2			
Gensler, H. J.....			2	
George Washington University.....		3	1	
Georgetown University.....		2	2	
German Historical Society of the District of Columbia.....			6	
Giesy, S. H.....	3			
Gloversville, N. Y., Free Library.....			1	
Goldsborough, Dr. E. K.....	1			
Grand Army of the Republic, Department of the Potomac.....			1	
Grand Rapids, Mich., Public Library.....		1	1	
Green, Bernard R.....	20			
Griffith-Stillings Press, Boston.....		3		
Halderman, Gen. J. J.....	2			
Hale, Hon. Eugene.....	2			
Halleck, J. C.....			1	
Hansen, H. C., Type Foundry, Boston.....			2	
Harrison, Mrs. J. S.....	85			48
Harvard University, Cambridge, Mass.....	1	2	2	
Haverhill, Mass., Public Library.....			1	
Hawaii Territorial Board of Health.....		4	1	
Hayghe, Mrs. H. V.....	15			
Heard, A. A.....	8	2		
Heath, D. C., & Co., Boston.....	2			
Helper, H. R.....			1	
Hedrick, W. A.....			1	
Henriksen, Geschworne, Nystrand i Eidanger, Norway.....			1	
Hoboken, N. J., Free Public Library.....			1	
Holyoke, Mass., Public Library.....			2	
Home for the Training in Speech of Deaf Children, Philadelphia.....			2	
Homestead, Pa., Carnegie Library.....			1	
Howard University.....		2	1	
Hudson-Makuen, Dr. G., Philadelphia.....			3	
Hughes, Edwin.....	8			
Illinois Bureau of Labor Statistics.....	1			
Illinois University, Urbana.....			6	
Ingram, Dr. T. D.....			1	
International Bureau of American Republics.....	1	2	21	
International Harvester Co., Chicago.....		1		
International Physio-Psychic Society, Baltimore.....	3			
International Text-book Co., Scranton, Pa.....		1		
Interstate Cotton Seed Crushers' Association, Atlanta, Ga.....			1	
Iowa Bureau of Labor Statistics.....	2			
Ireland, W. H.....	1			
Italy State Railway, Rome, Italy.....		1		
Jackson Realty and Loan Co., Seattle, Wash.....			1	
Jacksonville, Fla., Free Public Library.....			1	
Jacobson, Mrs. S. H.....	2			
Japanese and Korean Exclusion League, San Francisco, Cal.....			2	
Jobbers' and Shippers' Association.....				9
John B. Stetson University, De Land, Fla.....		1	1	
Johns Hopkins University, Baltimore.....		2		

^a 19 pieces of music.^b Contributed pictures to Christmas exhibition.^c 19 postals.

Miscellaneous gifts, 1906-7—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Joyce, Maurice, Engraving Co.....	1			
Kansas State Board of Agriculture.....	1		2	
Keeler, Miss C. O.....			1	
Kellogg, Mrs. W. P.....	4			
Kensington, Md., Noyes Library.....	2			
Kerbey, J. Orton.....	1			
Kerr, Charles H. & Co., Chicago.....			2	
Ketcham, Mrs. J. B.....	2			
Kober, Dr. G. M.....			4	
Lafayette College, Easton, Pa.....		1		
Lafinur, Dr. D. L. M., Uruguay Legation.....			1	
Lake Mohonk Conference of Friends of the Indians and other dependent peoples.....		1		
Lake Mohonk Conference on International Arbitration.....		1		
Lane, C. E.....			2	
Lane, John, Co., New York ^a				
Lansburgh, Max.....	33	46	98	5
Laskey, Miss Julia H.....	1		1	
Lemly, Capt. S. C.....	2			
Lenman, Mrs. J. R.....				1,831
Leschen, A. & Sons Rope Co., St. Louis.....		1		
Lexington, Ky., Public Library.....			2	
Lincoln, Nebr., City Library.....			1	
Little, Brown & Co., Boston ^a				
"Long-Arm" System Co., Cleveland, Ohio.....			1	
Loomis, J. T.....	2	7	5	
Lothrop, Lee & Shepard Co., Boston.....	6			
Louisville, Ky., Free Public Library.....		1	1	
Lowell, Mass., City Library.....			1	
Lower, H. E.....	41			50
Lynn, Mass., Public Library.....			1	
McClure, Phillips & Co., New York ^a				
McClurg, A. C. & Co., Chicago ^a				
MacDonald, Arthur.....			1	
McKay, David, Philadelphia.....	2			
McKean, F. G.....	1			
McKee, Dr. E. S., Cincinnati.....			3	
McKinstrey, Miss Maud.....				52
McLean, A. C. ^b	28	2		
Macrae, Mrs. N. M.....	5			
Manchester, N. H., City Library.....			1	
Marsh, Mrs. George.....	10			
Martin, Mrs. G. D.....				12
Maryland State Library Commission.....			4	
Massachusetts Free Public Library Commission ^c				
Massachusetts Institute of Technology.....		1		
Mattingly, L. H.....	1			
Mediterranean Yachting Club, Boston.....			1	
Merchants Exchange, St. Louis.....		1		
Merrill, Dr. G. P.....	1			
Michigan State Library.....			2	
Michigan University, Ann Arbor.....		1	2	
Military Order of Foreign Wars of the United States, Pennsylvania Commandery.....			1	
Mindeleff, Mrs. Victor.....	5			
Minneapolis Public Library.....			2	
Minnesota Public Library Commission.....			1	
Madeira's, Miss, School for Girls.....			2	
Moffat, Yard & Co., New York.....	4			
Molee, Elias, Tacoma, Wash.....	1			
Moore, B., Philadelphia.....	7			
Moore, W. T.....				50
Moore, Mrs. W. T.....				82
Morrill, Samuel D.....		10		
Mount Holyoke College, South Hadley, Mass.....		1		
Murphy, Edgar G., Montgomery, Ala.....			2	
Myers, F. A., Evansville, Ind.....			1	
Nashville, Tenn., Carnegie Library.....			1	
National Commercial Teachers' Federation.....		1		
National Prison Association.....	12	4		
National Slavonic Society of the United States, New York.....	1			
Nazar, Mme., Juliette O. R.....	19	21		50
Nebraska Bureau of Labor and Industrial Statistics.....	1			
Nebraska University, Lincoln.....		2	1	
Nelson, Charles A., New York.....			1	
New Bedford, Mass., Free Public Library.....			3	
New Haven Free Public Library.....			1	
New Jersey Public Library Commission.....			3	
New York Department of Finance.....	2			
New York Department of Parks.....		1		
New York Homeopathic Medical College and Hospital.....		1		

^a Contributed pictures to Christmas exhibition.^b 3 maps.^c 1 map.

Miscellaneous gifts, 1906-7—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
New York Mercantile Library.....			4	
New York Merchants' Association.....			1	
New York Public Library.....			1	
New York Society Library.....			1	
New York State Education Department.....		5	3	
New York State Labor Department.....	2	5	1	
New York State Library.....	23	8	25	
New Zealand Government Department of Tourist and Health Resorts.....			2	
Newark Free Public Library ^a			6	
Newcomb, Dr. Simon.....			1	
Noe, May.....	1			
Noel House.....	17			
North Adams, Mass., Public Library.....			1	
Norwich, Conn., Otis Library.....			1	
Nussbaum, Miss Sophie.....	5			
Oakland, Cal., Free Public Library.....			1	
Oberlin College, Oberlin, Ohio.....		1		
Oberlin College Library.....			1	
Ohio Bureau of Labor Statistics.....	2			
Ohio State University, Columbus.....		2		
Olcott, Hon. J. Van Vechten.....		2		
Orr, Charles, Cleveland, Ohio.....		1		
Osaka Library, Japan.....			1	
Ottawa, Canada, Carnegie Library.....			3	
Ottawa Literary and Scientific Society.....			1	
Outing Publishing Co., New York ^b	2			
Oxford, England, Bodleian Library.....			1	
Page, L. C., & Co., Boston ^b				
Park, Miss Louise.....				2
Parker & Lee, New York.....		1	1	
Paterson, N. J., Free Public Library.....			1	
Peabody, Mass., Institute.....			1	
Penn Publishing Co., Philadelphia.....	10			
Pennsylvania Prison Society, Philadelphia.....			1	
Pennsylvania University, Philadelphia.....		2	2	
Philadelphia, Apprentices' Library Co.....			1	
Philadelphia City Institute.....			1	
Philadelphia Free Library.....			4	
Philadelphia Vacant Lots Cultivation Association.....			1	
Philippine Islands, Ethnological Survey.....	1			
Phillips Exeter Academy, Exeter, N. H.....			4	
Pitman, Isaac & Sons, New York.....	4		1	2
Pittsburg, Carnegie Library.....		1	5	
Portland, Me., Public Library.....		1	1	
Portland, Oreg., Library Association.....			1	
Pott, James, New York.....	7			
Princeton University.....	1			
Providence Public Library.....			4	
Quincy, Mass., Thomas Crane Public Library.....			2	
Ramage, Miss L. M.....	1			
Rand, McNally & Co., New York.....	18			
Reeve, Miss E. A., Des Moines, Iowa.....	1			
Revell, Fleming H., Co., New York.....	8			
Rhees, W. J. ^c	129	126		1, 235
Ridgway, Dr. T. E. ^d				
Robins, Dr. W. L.....			1	
Rochester, H. M.....	2			
Rochester, N. Y., Reynolds Library.....			1	
Rochester University.....		1		
Rose, Mrs. W. G., Cleveland, Ohio.....	6			
St. Joseph, Mo., Free Public Library.....			2	
St. Lawrence University, Canton, N. Y.....		1		
St. Louis Mercantile Library Association.....			1	
St. Paul, Minn., Public Library.....		1		
St. Vincent de Paul Society.....			1	
Salem, Mass., Public Library.....			1	
Savary, John.....	9	27	485	1, 482
Schneider, F. T.....	161			
Scientific American, New York.....			1	
Scranton, Pa., Public Library.....			1	
Seaman, Dr. W. H.....				1
Seattle Post-Intelligencer.....		1		
Seattle Public Library.....			1	
Secular League.....	1			
Sewall, Frank, D. D.....			1	
Simmons College, Boston.....		1		
Simplified Spelling Board, New York.....			8	
Sioux City, Iowa, Public Library.....			1	
Skinner, Prof. A. N.....	14	2		

^a 45 leaflets.
^b Contributed pictures to Christmas exhibition.

^c 52 maps.
^d 1 photogravure plate.

Miscellaneous gifts, 1906-7—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Skinner, Dr. M. G.	3			
Slayden, Hon. J. L.			1	
Small, Maynard & Co., Boston	6			
Smith, Mrs. Joseph, Skowhegan, Me.	1			
Smith College, Northampton, Mass.		1		
Smithsonian Institution ^a	5	2	8	
Snow, A. H.		1		
Société Havraise d'Etudes Diverses, Le Havre, France.			4	
Springer, Miss J. F., and Mosher, Miss E. R.	1			
Springfield, Mass., City Library Association			1	
Springfield, Ohio, Warder Public Library			1	
Steineger, Miss Thora.	2			
Stetson, F. O.				247
Street Railway Journal, New York		1		
Strickler, Dr. W. M., Colorado Springs.	2			
Syracuse, N. Y., Public Library.			1	
Syracuse University			1	
Taunton, Mass., Public Library			1	
Taylor, Dr. C. F., Philadelphia			6	
Tennessee University, Knoxville.		1	3	
Texas University Library, Austin		1		
Thompson, Gilbert ^b				
Thompson, Miss Minette	1			
Thompson, Slason, Chicago			1	
Tindall, Dr. William	17			
Tokyo, Japan, Ohashi Public Library			1	
Toledo, Ohio, Public Library			1	
Toronto Public Library.			1	
Towle Manufacturing Co., Newburyport, Mass			1	
Traphagen, H. C.	1			
Trondhjem, Norway, Folkebibliothek			1	
Tufts College, Mass.		1		
Tyler, Miss Amelia		2		
United States Agricultural Department ^c	6	10	440	
United States American Ethnology Bureau	2			
United States Army War College			1	
United States Board of Geographic Names.	1			
United States Census Bureau	6	1	14	
United States Census Bureau Library				50
United States Commerce and Labor Department.	2	9	8	25
United States Education Bureau	4		4	
United States Interstate Commerce Commission	2			
United States Isthmian Canal Commission ^d		1	3	
United States Labor Bureau	326			
United States Library of Congress.	112	22	62	10
United States Military Academy			1	
United States Naval Academy.		2	2	
United States Navy Department.		2		
United States Patent Office		1		
United States Post-Office Department.	238			
United States State Department	12	2	1	
United States Superintendent of Documents			8	
United States Surgeon-General's Office	1			
United States Treasury Department	8	1	7	
United States War Department	10		5	
Universal Publishing Co., Normal, Ill.	1			
University Club.	1			
University of the South, Sewanee, Tenn.		1	1	
Upsala University Library, Upsala, Sweden		1		
Uruguay, Director-General of Statistics.		1		
Utica, N. Y., Public Library			2	
Vennum, Mrs. Mary A.	5			
Vermont University, Burlington.		1		
Victoria Public Library, Museum, and National Gallery, Mel- bourne, Australia		1	1	
Virginia University, Charlottesville, Va.		3	4	
Vivisection Reform Society, Chicago.			3	
Waring, H. L.	2			
Washington Academy of Sciences			1	
Washington Board of Trade		1		
Washington Humane Society.			2	
Washington Legal Aid Society.			1	
Washington University, Seattle.		1		
Waterbury, Conn., Silas Bronson Library.			1	
Weeks, Miss Fannie, deceased (Estate of)	45	11	24	
Wellesley College, Mass.		1		
Wells, Henry	2			
Wesleyan University, Middletown, Conn.		1	2	
Wessels, A., Co., Brooklyn, N. Y. ^e				
West, Dr. Max			1	

^a 1 map. ^c 1 portfolio, 5 leaflets. ^e Contributed pictures to Christmas exhibition.
^b 3 scrap books. ^d 26 photographs, map.

Miscellaneous gifts, 1906-7—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
West Virginia State Medical Association				1
Western Reserve University, Cleveland		2	1	
Western Theological Seminary, Chicago			2	
Weston, Edmund B., Providence, R. I.			1	
Wilde, W. A., Co., Boston a.	12			
Wilkes-Barre, Pa., committee on centennial jubilee and old home week		1		
Williams, W. Mosby	4			
Wilmington, Del., Institute Free Library			1	
Wilson, H. W., Co., Minneapolis			3	
Windsor, Canada, Public Library			1	
Wisconsin free library commission			8	
Wisconsin State Normal School			1	
Wisconsin State superintendent of schools		1		
Wisconsin tax commission	1			
Wisconsin University		2		
Woman's Anthropological Society			50	
Woodward, F. E.			1	
Worcester, Mass., Academy			1	
Worcester County, Mass., Law Library			1	
Worcester, Mass., Free Public Library			1	
Worcester Polytechnic Institute			1	
Worthington, Miss Lelah P.	1			
Wright, E. M., Medford, Mass.	1			
Yale University, New Haven		1	2	
Young Men's Christian Association			2	
Donor unknown	29	8	6	

The total number of gifts received, as given in the foregoing list, includes 2,321 bound volumes, 488 unbound volumes, 1,662 pamphlets, 5,532 periodicals, 50 leaflets, 19 pieces of music, 19 postals, 57 maps, 26 photographs, 1 photo-gravure plate, 3 scrapbooks, 2 portfolios, and 1 newspaper clipping.

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report, in detail, of my receipts and disbursements as treasurer of the board of trustees of the Public Library during the fiscal year ending June 30, 1907:

Moneys collected at the delivery desk.

Balance on hand July 1, 1906	\$1, 655. 26
Fines (adult)	2, 913. 47
Fines (juvenile)	279. 93
Fines (stations)	14. 29
Duplicate collection	1, 182. 70
Reserves	118. 58
Reissued cards	112. 90
Books lost and injured	68. 15
Sale of catalogues	8. 70
Money found in building	. 32
Total	6, 354. 30
To interest on deposit American Security and Trust Company	44. 12
Total	6, 398. 42
Expended for:	
Books	\$4, 085. 20
Periodicals	956. 62
Binding duplicate collection books	75. 00
Traveling expenses	300. 15
Reimburse emergency fund	75. 00
Premium on bond, treasurer	12. 50
Photographs of library	9. 00
Printing	69. 50
Change fund, children's room	5. 00
Library of Congress cards	3. 14
Replacing lost roller skates	4. 50
	5, 593. 61
Balance in hands of treasurer June 30, 1907	804. 81

DONATION FUND, INCLUDING HENRY PASTOR MEMORIAL FUND AND WOMAN'S ANTHROPOLOGICAL FUND.

George F. Bowerman, treasurer, in account with the Public Library.

CR.			DR.		
1906.			1906.		
July 1	To balance in hands of treasurer	\$444. 59	Dec. 26	By paid Kenyon News and Postal Subscription Co., periodicals	\$100. 20
Oct. 18	To check, Washington Sanitary Improvement Co.	25. 00	Dec. 26	By paid G. E. Stechert & Co., periodicals	8. 50
Nov. 16	To check, James T. Du Bois.	50. 00	Dec. 26	By paid Kenyon News and Postal Subscription Co., periodicals	21. 25
1907.			1907.		
Apr. 10	To check, Washington Sanitary Improvement Co.	25. 00	June 4	By paid Frederick Starr, books	12. 00
	To credit interest on deposit.	8. 64	June 30	By balance in hands of treasurer	411. 28
	Total	553. 23		Total	553. 23

George F. Bowerman, treasurer, in account with the Henry Pastor memorial fund.

CR.			DR.		
1906. July 1	To balance in hands of treasurer	\$50.36	1906. Dec. 26	By paid Kenyon News and Postal Subscription Co., periodicals	\$100.20
Nov. 16	To check, James T. Du Bois, one-half year's interest, 1906, Henry Pastor memorial fund	50.00	1907. June 30	By balance in hands of treasurer.....	.16
Total		100.36	Total.....		100.36

George F. Bowerman, treasurer, in account with the Woman's Anthropological Society fund.

CR.			DR.		
1906. July 1	To balance in hands of treasurer	\$57.70	1906. Dec. 26	By paid G. E. Stechert & Co., periodicals.....	\$8.50
Oct. 18	To check, Washington Sanitary Improvement Co., semiannual dividend on invested fund of \$1,000 given by the Woman's Anthropological Society of Washington, D. C.....	25.00	Dec. 26	By paid Kenyon News and Postal Subscription Co., periodicals	21.25
1907. Apr. 10	To check, Washington Sanitary Improvement Co., semiannual dividend on invested fund of \$1,000 given by the Woman's Anthropological Society of Washington, D. C.....	25.00	1907. June 4	By paid Frederick Starr, books	12.00
Total		107.70	June 30	By balance in hands of treasurer.....	65.95
Total		107.70	Total.....		107.70

The funds appropriated for salaries, contingent expenses, binding, and for books are paid on bills audited by the District government.
Respectfully submitted.

GEORGE F. BOWERMAN, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

APPENDIX.

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the Commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the Commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications

of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogues according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt amendments.

REGULATIONS FOR USE OF LECTURE HALL.

The trustees have adopted the following resolution to govern the use of the library lecture hall:

Resolved, That it is declared to be the policy of the board of library trustees to confine the public use of the library's lecture room to free public lectures and discussions on unobjectionable topics of popular interest and educational tendency.

That, in accordance with this policy, no charge, direct or indirect shall be permitted to be made to the audience at such lectures or discussions, and the applicant for permission to make such use of the lecture room shall be required to announce through the local press that such lecture or discussion is free to the public and to invite the public attendance upon it.

That applications for permission to use the lecture room shall be in writing and addressed to the board of library trustees, and shall set forth the facts concerning the nature of the proposed lecture or discussion and the pledges and promises required in respect to it; that each application shall bear the indorsement of the librarian to the effect that the lecture room is available for the requested use at the time designated; that such applications shall be considered and acted upon by the board, on favorable report from the committee on building; that in emergency cases where use of the lecture room is desired in advance of the next meeting of the board the president is authorized to grant the requested permission, if the written application for such use in due form and above required is presented, with the favorable indorsements of the librarian and three members of the committee on building.

REGULATIONS FOR USE OF STUDY ROOMS.

Resolved, That it is declared to be the policy of the library trustees to confine the public use of the library's study rooms to the use by individuals and groups of individuals as places of quiet study. That, in accordance with this policy, the librarian is authorized to assign such study rooms to individuals, committees, or clubs for limited periods, in order that such individuals, committees, or clubs may better avail themselves of the resources of the library by having books, periodicals, etc., sent to such study rooms on request. That such study rooms shall not be used by clubs having a regular order of business or any programmes that are not closely connected with the study of the books and periodicals of the library.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended to the date of publication of this report:

ARTICLE 1. The library shall be open for the delivery and return of books and for reading and reference every week day from 9 a. m. to 9 p. m., July 4 and December 25 excepted. In compliance with law designating the hours of opening on Sundays and holidays, the library shall be open for reading and reference every Sunday from 2 to 10 p. m., and on holidays for reading, reference, and home circulation from 10 a. m. to 10 p. m., except that in July, August, and September the library shall be closed at 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be signed in person at the library and must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased, if in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid fines or cost of replacing books lost or damaged, be refunded.

ART. 4. Each person entitled to draw books from the library will be supplied with two cards inscribed with his or her name, residence, and register number. These cards must be presented whenever a book is taken, returned, or renewed. If lost, it will be replaced upon payment of 10 cents, after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all fines accrued on the same. Books and magazines may not be transferred from one reader's card to another. No card shall be lent outside the household of the holder. Both reader's card and book are stamped with the date they are due.

ART. 5. One volume, or two volumes if of the same book, may be taken out at a time and retained two weeks (except those labeled "Seven-day book"), and may be renewed once for the same period, unless a reserve has been left by another person in the meantime. A magazine may be drawn on a white card in addition to a book. Books of recent purchase, very popular books and current magazines, are called "Seven-day books." (These books have the notice on the inside and outside cover, and may not be renewed.) After one renewal a book may not be taken out again by the same borrower or by any other member of the same household until it has remained on the library shelves for twenty-four hours.

ART. 6. Books may be renewed by mail by sending the reader's card (on which the book was drawn), the author and title of the book, and a stamped envelope for the return of the card. It is also desirable to send the call number of the book, which will be found on the pocket on the back cover of the book. Books may not be renewed by telephone.

ART. 7. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents. Pay duplicate copies of new fiction may also be reserved.

ART. 8. Books of reference and those deemed by the library committee unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in printed catalogues by the abbreviation "Ref." and in the card catalogues by the words "Reference book, does not circulate" stamped on the face of the card.

ART. 9. A fine of 2 cents a day shall be imposed if a book is kept overtime, and at the expiration of three weeks from the date the book is drawn (if it is not returned) a messenger will be sent for it, who shall have authority to collect the fine incurred and an additional fee of 20 cents for such messenger service. No book will be delivered to the person incurring the fine until it is paid.

ART. 10. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

